

[Company Letterhead]

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

Subject: Letter of Authorization for Employee Payroll Account Opening

Dear Sir/Madam,

This letter is to formally authorize the opening of individual savings/payroll accounts for our employee(s) listed below for the purpose of salary disbursement:

- Employee Name: [Employee Full Name]
- Employee ID: [ID Number]
- Designation: [Job Title]

We confirm that the aforementioned individual is a regular employee of [Company Name]. We request the bank to facilitate the account opening process and issue the necessary ATM cards and banking credentials to the employee.

The company undertakes to notify the bank in writing should the employment of the above-named individual be terminated or if there are any changes to their payroll status.

Please find attached copies of the employee's government-issued identification for your reference.

Thank you for your cooperation.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Designation/Title]

[Company Name]