

DATE: [Date]

TO: [Employee Name]

EMPLOYEE ID: [ID Number]

ADDRESS: [Employee Address]

RE: Notice of Legal Attachment of Wages (Garnishment)

Dear [Employee Name],

This letter is to officially notify you that [Company Name] has received a legal court order to garnish your wages. We are required by law to comply with this order.

Garnishment Details:

- **Issuing Authority/Court:** [Name of Court or Agency]
- **Case Number:** [Case Reference Number]
- **Creditor:** [Name of Party Requesting Funds]
- **Total Amount Owed:** [Total Amount]

Impact on Pay:

Beginning on the pay period ending [Date], we will withhold [Amount or Percentage] from your disposable earnings each pay cycle. These deductions will continue until the debt is paid in full or until we receive a formal Release of Garnishment from the court or issuing agency.

Your Rights:

If you believe this garnishment is in error, or if you wish to dispute the amount, you must contact the [Court/Agency] or the [Creditor] directly. [Company Name] cannot stop or modify these deductions without a revised legal order.

A copy of the legal order is attached for your records.

Sincerely,

[Name]

[Title]

[Payroll/HR Department]

[Company Name]