

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Address: [Employee Address]

Subject: Notification of Wage Garnishment Order

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has received a legal order to garnish your wages. This order was issued by [Name of Court/Agency] regarding [Case/Reference Number].

In compliance with this legal requirement, we will begin withholding the specified amount from your paychecks starting on the pay period ending [Date].

Garnishment Details:

- **Type of Garnishment:** [e.g., Child Support, Creditor, Tax Levy]
- **Total Amount Owed:** [Total Amount, if specified]
- **Withholding Amount:** [Amount per pay period or % of disposable income]
- **Effective Date:** [Start Date]

Please note that [Company Name] is legally obligated to comply with this order. We do not have the authority to modify or stop the deductions unless we receive an official Release of Garnishment or an amended order from the issuing court or agency.

If you believe this order is in error, or if you wish to dispute the amount being withheld, you must contact [Name of Court/Agency] or the creditor's attorney directly at [Phone Number/Contact Info].

If you have questions regarding how this will appear on your pay stub, please contact the Payroll Department at [Payroll Contact Information].

Sincerely,

[Name]

[Title]

[Company Name]