

[Company Name]
[Payroll/Accounting Department]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Confirmation of Located Direct Deposit Funds

Dear [Employee Name],

This letter is to inform you that we have successfully completed the trace request for your direct deposit payment originally scheduled for [Original Pay Date] in the amount of \$[Amount].

The trace has confirmed that the funds were located. The status of the funds is as follows:

[Select one of the following options:]

Option 1: Funds Returned to Employer

The funds were rejected by the receiving financial institution and have been returned to our corporate account. We will issue a replacement payment via [Paper Check/New Direct Deposit] on [Date].

Option 2: Funds Held at Employee Bank

The funds were successfully delivered to [Bank Name], but were placed in a holding or suspense account due to [Reason, e.g., incorrect account number]. The bank has confirmed they will move the funds to your active account by [Date]. Please contact your bank's ACH department if the balance does not update.

Option 3: Funds Deposited to Alternative Account

The trace confirms the funds were deposited into the account ending in [Last 4 Digits of Account]. Please verify if this matches any of your active or secondary accounts.

If you have any further questions regarding this matter, please contact the Payroll Department at [Phone Number] or [Email Address].

Sincerely,

[Name]
[Title]
[Company Name]