

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

[Date]

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

Re: Acknowledgment of Garnishment Release

Dear [Employee Name],

This letter is to formally acknowledge that we have received a legal release or termination notice regarding the garnishment order currently active on your wages. The details are as follows:

- **Case Number:** [Insert Case Number]
- **Issuing Authority:** [Insert Agency/Court Name]
- **Release Effective Date:** [Insert Date]

We are currently processing this release. Please be advised that the withholding of funds from your paychecks will cease effective as of the pay period ending [Date].

If any funds were withheld after the effective date of the release but prior to the completion of our administrative processing, those funds will be [refunded to you in your next paycheck / returned by the issuing agency].

No further action is required from you at this time. Should you have any questions regarding this update, please contact the Payroll Department at [Phone Number] or [Email Address].

Sincerely,

[Name of Contact Person]
[Title]
[Company Name]