

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Address:** [Employee Address]

**Subject: Notice of Child Support Garnishment Order**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has received a legal Order/Notice to Withhold Income for Child Support from [Name of Issuing Agency/Court] regarding Case Number: [Case Number].

In compliance with this legal order, we are required to withhold the following amount(s) from your paychecks:

- **Withholding Amount:** \$[Amount]
- **Frequency:** [Per Pay Period / Monthly]
- **Effective Date:** [Start Date]

Please note that as the employer, we are legally obligated to comply with this order. We will continue to withhold these funds and remit them to the [State Disbursement Unit / Agency Name] until we receive an official Release of Order or an amended Order from the court or issuing agency.

If you believe this order was issued in error or if you wish to contest the amount being withheld, you must contact the [Agency Name] or the court listed in the order directly at [Agency Phone Number]. [Company Name] does not have the authority to modify or stop these deductions without official legal documentation.

If you have questions regarding how this deduction appears on your pay stub, please contact the Payroll Department.

Sincerely,

[Name]

[Title]

[Company Name]