

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Garnishment Order Receipt

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 Issuing Court/Agency] regarding [Case Number/Account 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:** [Amount] (if specified)
- **Amount to be Withheld per Pay Period:** [Amount or Percentage]

Please note that as your employer, we are legally obligated to comply with this order and do not have the authority to stop or modify the deductions unless we receive a formal Release of Garnishment or an Amended Order from the issuing entity.

If you believe this order is in error or if you wish to dispute the amount, please contact [Issuing Agency/Plaintiff Name] directly at [Agency Phone Number].

If you have questions regarding how this will be reflected on your pay stub, please contact the Payroll Department.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]