

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of First Direct Deposit

Dear [Employee Name],

This letter is to formally confirm that your first direct deposit has been successfully processed and credited to your nominated bank account for the pay period ending [Date].

The details of the transaction are as follows:

- **Bank Name:** [Bank Name]
- **Account Number (Last 4 digits):** [XXXX]
- **Deposit Amount:** \$[0.00]
- **Transaction Date:** [Date]

Please review your bank statement to verify that the funds are available. You may also view your detailed pay stub by logging into the [Employee Portal Name].

Moving forward, all future salary payments will be made via direct deposit to this account unless you submit a written request to change your banking information. Please notify the Payroll Department immediately if you notice any discrepancies.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]
[Title]
[Company Name]