

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

**Subject: Confirmation of Voluntary Wage Deduction for Account Settlement**

Dear [Employee Name],

This letter serves as formal confirmation of your request to settle your outstanding balance with [Company Name] through voluntary wage deductions.

Based on our agreement dated [Agreement Date], the following terms have been finalized:

- **Total Settlement Amount:** \$[Total Amount]
- **Deduction Amount per Pay Period:** \$[Amount]
- **Frequency:** [Weekly/Bi-weekly/Monthly]
- **Start Date:** [Date of First Deduction]
- **End Date:** [Date of Final Deduction or "Until Paid in Full"]

By signing this document, you authorize [Company Name] to deduct the specified amount from your wages until the total debt is satisfied. You understand that these deductions are voluntary and are being made for your convenience to settle account [Account Number/Reference].

If your employment terminates before the full balance is paid, any remaining balance will be due immediately, or deducted from your final paycheck to the extent permitted by law.

Please sign and return a copy of this letter to the Payroll Department.

Sincerely,

[Manager/HR Name]

[Title]

[Company Name]

**Employee Acknowledgment:**

I agree to the terms outlined above.

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[Employee Signature]

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[Date]