

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Bi-Weekly Voluntary Wage Deduction Plan

Dear [Employee Name],

This letter serves as formal confirmation of your request to participate in a voluntary wage deduction plan. Based on your signed authorization dated [Date of Authorization], we have processed the following deduction schedule:

- **Reason for Deduction:** [Description e.g., Loan Repayment, Benefit Purchase, etc.]
- **Total Amount to be Deducted:** \$[Total Amount]
- **Bi-Weekly Deduction Amount:** \$[Amount per Pay Period]
- **Start Date:** [Pay Period Start Date]
- **End Date:** [Date of Final Deduction]
- **Number of Installments:** [Number]

These deductions will be taken automatically from your bi-weekly paycheck. Please note that these deductions are voluntary and are processed after mandatory taxes and statutory withholdings have been applied.

If you have any questions regarding the calculations or if you wish to discuss your repayment schedule, please contact the Payroll Department at [Phone Number] or via email at [Email Address].

Please keep a copy of this letter for your personal records.

Sincerely,

[Name of Payroll Manager/HR Representative]
[Title]
[Company Name]

Employee Acknowledgment

I confirm that I have reviewed the deduction details listed above and agree to the bi-weekly schedule as outlined.

Signature: _____ Date: _____