

Date: [Insert Date]

To: [Payroll Department / Employer Name]

Company: [Company Name]

Address: [Company Address]

Subject: Authorization for Voluntary Payroll Deduction

Dear [Name of Payroll Manager or HR Contact],

I, [Employee Full Name], Employee ID [Insert ID Number], hereby authorize [Company Name] to deduct the following amount from my wages:

- **Deduction Amount:** \$[Amount]
- **Frequency:** [e.g., Weekly / Bi-weekly / Monthly]
- **Purpose of Deduction:** [e.g., Loan Repayment / Purchase / Benefit Contribution]
- **Effective Date:** [Start Date]
- **End Date:** [End Date or "Until total amount of \$X is paid"]

I understand that this deduction is voluntary. I also understand that I may revoke this authorization at any time by providing written notice to the Payroll Department, subject to any specific terms previously agreed upon regarding this payment.

Please apply these funds toward [Recipient Name/Account Number/Specific Purpose].

Sincerely,

Employee Signature

Employee Name (Printed): [Employee Full Name]

Date signed: [Insert Date]