

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Confirmation of Finalized Voluntary Wage Deduction Arrangement

Dear [Employee Name],

This letter serves as formal confirmation that we have finalized the voluntary wage deduction arrangement as per your written request dated [Insert Date of Request].

The details of the deduction are as follows:

- **Reason for Deduction:** [e.g., Loan Repayment, Benefit Buy-up, Savings Scheme]
- **Total Amount to be Deducted:** [Insert Total Amount, if applicable]
- **Deduction Amount per Pay Period:** [Insert Amount]
- **Frequency:** [e.g., Monthly, Bi-weekly]
- **Start Date:** [Insert Date]
- **End Date / Number of Installments:** [Insert Date or "Until further notice"]

These deductions will be taken from your net pay after all legally required taxes and statutory contributions have been withheld. You will see these deductions listed on your payslip under the heading "[Insert Pay Code/Label]".

Please note that this is a voluntary arrangement. If you wish to amend or cancel this deduction in the future, you must provide written notice to the Payroll Department at least [Insert Number] days prior to the next scheduled pay date.

If you have any questions regarding this arrangement, please contact the HR or Payroll department.

Regards,

[Your Name/Signature]

[Your Title]

[Company Name]