

[Employee Name]
[Employee ID]
[Address]
[City, State, Zip Code]

[Date]

[Payroll Department / Manager Name]
[Company Name]
[Company Address]

Subject: Voluntary Wage Deduction Agreement - Fixed-Term Payment Plan

Dear [Name],

I, [Employee Name], hereby voluntarily authorize [Company Name] to deduct a specific amount from my post-tax wages to repay a total balance of \$[Total Amount Owed] regarding [Reason for Debt, e.g., salary advance, equipment purchase, overpayment].

I agree to the following fixed-term payment schedule:

- **Total Debt Amount:** \$[Amount]
- **Deduction Amount Per Pay Period:** \$[Amount]
- **Frequency:** [Weekly / Bi-weekly / Monthly]
- **Start Date:** [Date]
- **End Date:** [Date]

I understand that these deductions will continue until the total amount is paid in full or until the end date specified above. If my employment terminates for any reason before the full balance is repaid, I [authorize / do not authorize] the company to deduct the remaining balance from my final paycheck, to the extent permitted by law.

I acknowledge that this agreement is voluntary and that I have the right to revoke this authorization in writing, provided that I arrange an alternative method to settle the remaining debt.

Employee Signature: _____ Date: _____

Employer Acknowledgment: _____ Date: _____