

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Initiated Voluntary Wage Deduction Schedule

Dear [Employee Name],

This letter is to confirm that we have received and processed your request for a voluntary wage deduction. As per your signed authorization dated [Date of Authorization], the following deduction schedule has been established:

- **Reason for Deduction:** [Description, e.g., Loan Repayment, Purchase, etc.]
- **Total Amount to be Deducted:** \$[Total Amount]
- **Amount per Pay Period:** \$[Amount]
- **Start Date:** [Pay Period Start Date]
- **Frequency:** [Weekly / Bi-weekly / Monthly]
- **Estimated End Date:** [Final Deduction Date]

Please review the details above to ensure they align with your request. These deductions will be reflected on your pay stubs starting from the next pay cycle.

If you have any questions or if you wish to modify or cancel this voluntary agreement (subject to company policy and legal requirements), please contact the Payroll Department at [Phone Number/Email].

Thank you,

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

Employee Acknowledgment:

I confirm that I have reviewed the schedule above and agree to the terms of this voluntary deduction.

Signature: _____ Date: _____