

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee ID:** [Insert ID Number]

**Address:** [Insert Employee Address]

**Subject: Confirmation of Mutual Agreement for Voluntary Wage Deduction**

Dear [Employee Name],

This letter serves as formal confirmation of our mutual agreement regarding a voluntary deduction from your wages, as discussed on [Date of Discussion].

By signing this document, you authorize [Company Name] to deduct the following amount from your paycheck:

- **Deduction Amount:** [Insert Amount, e.g., \$100.00]
- **Frequency:** [Insert Frequency, e.g., One-time / Monthly / Every Pay Period]
- **Start Date:** [Insert Date]
- **End Date (if applicable):** [Insert Date or "Until further notice"]
- **Purpose of Deduction:** [Insert Reason, e.g., Tool purchase, repayment of advance, elective benefits]

I confirm that this deduction is voluntary and has been agreed upon by both the employer and the employee. I understand that I have the right to revoke this authorization at any time by providing written notice to the HR/Payroll department [Insert Number of Days] days in advance.

Please sign below to acknowledge your receipt of this confirmation and your continued agreement to these terms.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

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**Employee Acknowledgment:**

I, [Employee Name], agree to the voluntary wage deduction outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_