

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Confirmation of Voluntary Wage Deduction

Dear [Employee Name],

This letter serves as formal confirmation that [Company Name] has received and processed your written request for a voluntary payroll deduction.

As per your authorization, the following details will apply to your upcoming pay periods:

- **Reason for Deduction:** [e.g., Uniform, Tool Purchase, Loan Repayment, Benefit Premium]
- **Deduction Amount:** \$[Amount]
- **Frequency:** [e.g., Weekly, Bi-weekly, Monthly]
- **Effective Date:** [Start Date]
- **End Date:** [End Date or "Until further notice"]

By signing your original authorization form, you have acknowledged that this deduction is voluntary and for your benefit or to discharge a personal obligation. Please note that this deduction will be taken from your net (after-tax) earnings unless otherwise specified by law or company policy.

If you wish to cancel or modify this deduction in the future, please provide a written request to the Payroll Department at least [Number] days prior to the next scheduled pay date.

If you have any questions regarding this deduction, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]