

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Total Deduction Amount Calculated

Dear [Employee Name],

This letter is to inform you that we have completed the calculation of the total deductions to be applied to your upcoming pay period dated [Pay Period Date].

The calculated deductions are as follows:

- Statutory Deductions (Tax, Insurance, etc.): [Amount]
- Benefit Contributions: [Amount]
- Other Deductions (Loan, Advances, etc.): [Amount]
- **Total Deduction Amount: [Total Amount]**

These deductions will be reflected in your payslip. After these subtractions, your net pay will be [Net Pay Amount].

If you have any questions regarding how these figures were calculated, please contact the Payroll Department at [Phone Number/Email].

Regards,

[Your Name]

[Your Title]

[Company Name]