

Sample Authorization Letter to Deduct from Salary

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

Subject: Authorization to Deduct from Salary

I, [Your Full Name], an employee of [Company Name] holding the position of [Your Position], hereby authorize [Company Name] to deduct [amount in dollars] from my salary for the purpose of [reason for deduction, e.g., repayment of a loan, purchase of equipment, etc.].

The deduction will commence on [start date] and will continue until the total amount of [total amount in dollars] is fully deducted. I understand and agree that the deduction will be [frequency of deduction, e.g., weekly, bi-weekly, monthly] in the amount of [amount per deduction].

This authorization is given voluntarily and without any coercion. I understand that this deduction will be reflected in my pay statement and that I can request an updated statement at any time.

If there are any changes to the deduction amount or schedule, I will notify [Company Name] in writing. Should I terminate my employment with [Company Name] before the total amount is deducted, I agree that any remaining balance will be deducted from my final paycheck.

Please acknowledge your acceptance of this authorization by signing below and returning a copy to me.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if submitting hard copy)]

[Your Full Name]

[Employee ID (if applicable)]

Acknowledged by:

[Employer's Signature]

[Employer's Name]

[Employer's Title]

[Date]