

Sample Authorization for Payroll Deduction

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Company/Organization Name] to make payroll deductions from my salary/wages for [Specify Purpose, e.g., health insurance, retirement contributions], effective from [Start Date] until further notice.

I grant permission for the specified deductions to be processed as per the company's policies.

Please consider this letter as my formal authorization for payroll deduction.

Sincerely,

[Your Signature]

[Your Printed Name]

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