

Salary Transfer with Direct Debit Authorization

Subject: Authorization for Salary Transfer via Direct Debit

Dear [Bank Manager Name],

We authorize [Bank Name] to debit our company account [Account Number] for the purpose of transferring monthly salaries to our employees' accounts listed in the attached document.

This authorization is valid from [Start Date] until further notice. Please ensure timely transfer each month and confirm once executed.

Thank you,

[HR Manager Name]

[Position]

[Company Name]

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