

## Notice of Earnings Attachment

Date:

To:

Address:

**Employee Name:**

**Employee Number/ID:**

**Dear Employer,**

Please be advised that earnings of the above-named employee are attached pursuant to a legal instruction. You are hereby required to deduct from the employee's earnings and remit the attached amount in accordance with the details specified in the official order you have received.

**Details of Attachment:**

Reference Number:

Amount to be Deducted:

Please direct any questions or correspondence regarding this notice to:

Name/Department:

Contact Number:

Sincerely,

Authorized Officer