

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