

# Income Deduction Notification

Date:

To:

Employee ID:

Department:

Dear ,

This is to inform you that an income deduction will be applied to your upcoming salary with the following details:

Description	Amount	Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have any questions or concerns regarding this deduction, please contact the HR department.

Sincerely,

HR Manager:

Signature: