

Salary Offset Notification

Date:

To:

Employee ID:

Department:

Dear ,

This letter is to notify you that a salary offset will be implemented to recover the amount of due to . The total amount to be deducted is .

The salary offset will take effect starting from . The deduction will be made in monthly installments of each.

If you have any questions or concerns regarding this salary offset, please contact the HR Department at .

Sincerely,

Human Resources Department