

Wage Garnishment Confirmation

Date: [Insert Date]

To: [Payroll Department Name]

From: [Your Name]

Subject: Confirmation of Wage Garnishment

Dear Payroll Team,

This letter serves to confirm that an official wage garnishment order has been received and is to be processed for the following employee:

- **Employee Name:** [Employee Full Name]
- **Employee ID:** [Employee ID Number]
- **Garnishment Amount:** [Amount]
- **Effective Date:** [Start Date]

Please ensure that the appropriate deductions are made from the employee's paycheck in accordance with the garnishment order. If you have any questions or need further information, feel free to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]