

Wage Garnishment Notification

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

City, State, Zip: [City, State, Zip]

Dear [Employee Name],

We are writing to inform you that we have received a legal order for wage garnishment regarding your earnings. This order has been initiated due to [reason for garnishment, e.g., unpaid debts, tax liabilities, etc.].

As per the legal requirements, a portion of your wages will be withheld starting from your next paycheck. The garnishment amount will be [insert garnishment amount or percentage]. This withholding will continue until the debt has been satisfied or until we receive further notice.

If you have any questions regarding this matter or if you believe that this garnishment has been applied in error, please contact our office at [phone number] or [email address] as soon as possible.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip]