

# Paycheck Agreement Clarification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to clarify the terms of your paycheck agreement as discussed during your onboarding process.

Your agreed salary is [Insert Salary Amount] per [hour/week/month/year], and you will be compensated on a [bi-weekly/monthly] basis. The payment will be processed on or around [Insert Payment Date].

Please note that all deductions for taxes, benefits, and any other withholdings will apply as per company policy and state regulations.

If you have any questions or require further clarification, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]