

# Payroll Processing Authorization Form

Date: [Insert Date]

To: [Payroll Department/HR Department]

From: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Employee ID: [Employee ID]

## **Subject: Authorization for Payroll Processing**

Dear [Payroll Manager/Human Resources Manager],

I, [Employee Name], hereby authorize the payroll department to process my payroll for the period of [Insert Pay Period]. This authorization includes the processing of any deductions, bonuses, or adjustments as per company policy.

Please ensure that the following details are accurately reflected in my payroll:

- Salary: [Insert Salary Amount]
- Bonuses: [Insert Bonuses, if any]
- Deductions: [Insert Deductions, if any]

If there are any questions or clarifications needed regarding this authorization, please feel free to contact me at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Employee Signature]

[Employee Name]