[Your Company Name]  
[Your Address]  
[Date]  
  
[Employee Name]  
[Employee Address]  
  
**Subject: Payroll Deduction Authorisation**  
  
Dear [Employee Name],  
  
This letter confirms that you have authorised a deduction from your wages for the purpose of [Reason for deduction, e.g., loan repayment to the company].  
  
The amount to be deducted is [Amount] [Frequency, e.g., per pay period] for a total of [Number] pay periods.  
  
By signing below, you acknowledge that you have read and understand this authorisation and agree to the deduction as described. You also acknowledge that this deduction is authorised in writing and is principally for your benefit.  
  
Sincerely,  
  
[Your Name]  
[Your Title]  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee Signature  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employer Signature  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date