

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disbursement of Salary

We are pleased to inform you that your salary for the period of [start date] to [end date] will be disbursed on [disbursement date]. The total amount payable is [amount] and will be credited to your designated bank account as per the usual process.

Please ensure that all necessary documentation is up to date to avoid any delays in the disbursement. Should you have any questions or concerns regarding your salary, do not hesitate to reach out to the HR department. Thank you for your continuous hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]