

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employee Bank Account Setup Request

Dear [Employee's Name],

We are pleased to inform you that your employment with [Company Name] has been confirmed. To facilitate the direct deposit of your salary, please complete the following bank account setup request.

****Employee Information:****

- Full Name: [Employee's Full Name]

- Employee ID: [Employee ID]

- Department: [Department Name]

- Position: [Job Title]

****Bank Account Details:****

- Bank Name: [Bank Name]

- Account Holder Name: [Name on Account]

- Account Number: [Account Number]

- Routing Number: [Routing Number]

- Type of Account: [Checking/Savings]

Please ensure that all information provided is accurate to avoid any delays in processing your payroll. Kindly return this form to the HR department by [Due Date].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]