

Salary Transfer Letter Example

John Anderson

HR Manager

Bright Future Enterprises

789 Corporate Lane

New York, NY 10001

john.anderson@brightfuture.com

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The Branch Manager

ABC Bank

456 Financial Street

New York, NY 10002

Subject: Request for Salary Transfer

Dear Sir/Madam,

I am writing to formally request the transfer of my salary payments from my current bank account to a new account at your bank. The details of my existing and new accounts are as follows:

- **Employee Name:** John Anderson
- **Employee ID:** BFE102345
- **Current Bank Name:** XYZ Bank
- **Current Account Number:** 123456789
- **New Bank Name:** ABC Bank
- **New Account Number:** 987654321

I kindly request you to update the company records accordingly and ensure that all future salary payments are transferred to my new bank account starting from the next payroll cycle. Please let me know if any additional documentation or formalities are required to process this request smoothly.

Thank you for your prompt attention to this matter. I appreciate your assistance.

Sincerely,

John Anderson

HR Manager

Bright Future Enterprises