Effective date:

Name of the employee

Address

**Subject:** Salary deduction reimbursement for [X]

Dear Mr. ABC,

The total amount of 1000$ is being reimbursed that was deducted from your salary. You have paid the 1000$ amount that covers your pay period of 5 months of 20XX. Due to all these payments, the company has decided to reimburse the deductions from the salary.

Enclosed is the complete breakdown of the amount indicated above. We would like to inform you that you will receive the reimbursed salary within two weeks. If you want to know more about reimbursement or you have any disagreement with the amount being reimbursed, feel free to contact Mr. XYZ in Finance department. He will be readily available to assist you.

Regards,

Name of the recipient

Designation of the recipient

Signatures:

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