

Date: [Date]

To: [Issuing Agency/Court Name]

Address: [Agency Address]

Case/Reference Number: [Case Number]

RE: Notice of Wage Garnishment Implementation Status

To Whom It May Concern,

This letter is to formally acknowledge receipt of the Order for Wage Garnishment dated [Date of Order] regarding our employee, **[Employee Full Name]** (SSN: [Last 4 Digits of SSN]).

Please be advised of the following implementation status:

- **Status:** [Implemented / Pending / Unable to Process]
- **Effective Date:** Deductions will begin on the pay period ending [Date].
- **First Payment Date:** The first remittance is expected to be sent on or before [Date].
- **Amount:** We will withhold [Dollar Amount or Percentage]% per pay period, subject to federal and state disposable income limitations.

Additional Comments:

[Insert reason if unable to process, e.g., employee no longer employed, or existing garnishments have reached the legal limit].

If you have any questions or require further documentation, please contact the Payroll Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]