

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Department: [Department Name]

Subject: Notice of Pending Wage Garnishment

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has received a legal order from [Issuing Agency/Court Name] to garnish your wages. This order requires us to withhold a specific portion of your earnings to satisfy a debt related to [Case Number/Reference].

Garnishment Details:

- **Total Amount Owed:** [Amount]
- **Effective Date:** [Start Date]
- **Withholding Amount:** [Percentage or Dollar Amount] per pay period.

We are legally obligated to comply with this order. The deductions will begin on your paycheck dated [Date] and will continue until the debt is paid in full or we receive a formal Release of Garnishment from the issuing authority.

If you believe this garnishment is an error or if you wish to challenge the amount, you must contact [Issuing Agency/Court Name] or your legal counsel directly. [Company Name] cannot stop the deductions without a legal stay or release order from the court.

Please find a copy of the legal order attached for your records.

Sincerely,

[Your Name/Signature]

[Title]

Payroll/Human Resources Department