

Employee Salary Payment Due Notice

Date of Notice:

Employee Name:

Employee ID/Number:

Department:

Designation:

Salary Due Period:

e.g. June 2024

Amount Due:

Due Date for Payment:

Reason for Delay (if applicable):

Describe reason for payment delay (if any)

Additional Remarks:

Any additional notes or instructions

Notice:

This notice is to formally inform you of the salary payment that is due as described above. Please contact the HR or Payroll department for any clarifications.

Authorized Signature

Date