

Garnishment Notification

Date:

Employee Name:

Employee Number:

Social Security Number:

Garnishment Number:

Dear:

This letter is to notify you that we have received a Summons of Garnishment on your wages. This means that someone you owe money to has been awarded a judgment by the court for payment of the debt. The court has ordered us, your employer, to deduct _____ percent of your disposable earnings and make payment to the court on your behalf. The following applies to you:

___ Deductions will be taken out on the following pay dates:

___ Deductions will be taken out after Garnishment Number _____ has been satisfied or released.

If you want to stop the garnishment deductions from your paycheck, you must obtain a release or go to the courthouse and pay the entire amount you owe.

If you have any questions about the garnishment, you should contact the persons named on the included Summons of Garnishment.

Sincerely,

Company Name

Title

Enclosure: Summons of Garnishment