**EMPLOYEE PAYABLES CONFIRMATION**

**Date: [Date]**

**To: [Employee name]**

Dear Sir / Madam,

As part of regular audit procedures and in connection with submission of licensing documentation for year 2018/2019, we have been requested by our auditors, **[Auditor name]** to ask you to confirm directly to them whether or not the balance owing to you by the club at 31 December 2017 agrees with your records as well as whether the balance is partially/fully still outstanding.

The balance at 31 December 2017 in your favour was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_ [currency].

This includes all contractual rights, bonuses and other similar that were accumulated until 31 December 2017.

If the balance is in agreement with that shown by your records, please mark the appropriate answer and sign the confirmation below and return it directly to **[Auditor name]**, by fax **[fax no.]** or by mail at the following address:

**[Auditor name]**

**[Address]**

Please answer even if the account has been settled until the date of our request.

If the balance is not in agreement with that shown by your records will you please send the confirmation to our auditors showing, if possible, details of the items making up the difference.

Your co-operation in this matter is greatly appreciated.

Yours faithfully,

**[Club’s representative name and position]**

**Please mark A or B as appropriate answer and fill in the corresponding amounts:**

A: The balance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_owing to me at 31 December 2017 is in agreement with my records.

B: The balance owing to me at 31 December 2017 was

Details of the difference are attached.

**Please mark C or D as appropriate answer and fill in the corresponding amounts:**

C: The balance owing to me at 31 December 2017 was settled in full at the date of signing the confirmation.

D: The remaining balance at the date of signing the confirmation is .

**Date:**

**[Employee name & signature]**

**CONFIRMARE SOLD - ANGAJATI**

**Data: [Data]**

**Catre: [Nume angajat]**

Stimate Domn / Doamna,

Ca parte a procedurilor de verificare anuala a conturilor noastre si in legatura cu intocmirea documentatiei de licentiere pentru sezonul 2018/2019, auditorul nostru, societatea**[nume auditor],** ne-a solicitat sa le confirmati direct daca datoriile noastre catre dumneavoastra la data de 31 decembrie 2017 corespund sau nu cu evidentele dumneavoastra precum si daca sumele sunt inca datorate fie partial, fie in totalitate.

Soldul nostru la data de **31 decembrie 2017** era de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [se va preciza moneda].

Aceasta suma include drepturile contractuale inclusiv prime, bonusuri si alte elemente similare aferente perioadei contractuale pana la **31 decembrie 2017.**

Daca soldul nostru este conform cu evidentele Dvs., va rugam sa semnati confirmarea aflata mai jos si sa o returnati direct la **[nume auditor]** prin fax la nr: **[nr. fax]** sau prin posta la adresa:

**[nume auditor]**

**[adresa auditor]**

Va rugam sa transmiteti confirmarea chiar daca soldul a fost achitat integral pana la data acestei cereri.

In cazul in care sumele indicate de noi nu sunt in concordanta cu evidentele Dvs., va rugam sa trimiteti confirmarea catre auditori si sa le furnizati orice informatii aveti, pentru a putea rezolva diferentele.

Va multumim pentru colaborare si va asiguram de deosebita noastra consideratie.

Cu stima,

**[Nume reprezentant club si Functie]**

**Va rugam sa completati suma si sa bifati A sau B:**

A: Soldul de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ datorat la data de 31 decembrie 2017 este in concordanta cu evidentele subsemnatului.

B: Soldul datorat la data de 31 decembrie 2017 era de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anexam detaliile asupra diferentelor existente prezentului document.

**Va rugam sa completati suma si sa bifati C sau D:**

C : Soldul datorat la data de 31 decembrie 2017 a fost achitat in totalitate pana la data semnarii prezentului document.

D : Soldul aferente perioadei contractuale pana la 31 decembrie 2017este de \_\_\_\_\_\_\_\_\_\_\_\_\_

**Data completarii:**

**[Nume & semnatura angajat]**