

[Company Logo/Header]

[Date]

Subject: Welcome to [Company Name] Automated Payroll System

Dear [Employee Name],

Welcome to the team! We are pleased to inform you that your profile has been successfully integrated into our automated banking payroll system. This system ensures that your compensation is delivered securely and on time.

Payroll Details:

- **Pay Frequency:** [Monthly/Bi-weekly/Weekly]
- **First Pay Date:** [Date]
- **Payment Method:** Direct Deposit / Electronic Transfer

Employee Self-Service Portal:

You can access your digital pay stubs, tax forms (W-2/T4), and update your banking information via our secure portal:

URL: [Link to Payroll Portal]

Username: [Employee ID or Email]

Temporary Password: [Password Details]

Please log in at your earliest convenience to verify that your banking details (Account Number and Routing Number) are correct. Any changes made after [Day of the month] will take effect in the following pay cycle.

If you have any questions regarding your compensation or the payroll portal, please contact the HR/Payroll department at [Email Address] or [Phone Number].

Best Regards,

[Name]

[Title]

[Company Name]