

To: All Employees

From: [Name/Department]

Date: [Date]

Subject: Important: Announcement Regarding Payroll System Transition

Dear Team,

We are writing to announce that [Company Name] will be transitioning to a new payroll service provider, [New Provider Name], effective [Date].

This transition is part of our commitment to improving our administrative processes and providing you with a more user-friendly platform for managing your pay and benefits.

Key Changes and Dates:

- **Last Pay Cycle on Old System:** [Date]
- **First Pay Cycle on New System:** [Date]
- **Blackout Period:** Access to the current payroll portal will be restricted from [Start Date] to [End Date].

What You Need to Do:

- **Update Information:** Please ensure your current mailing address and contact details are up to date in the current system by [Date].
- **Download Pay Stubs:** We recommend downloading your past pay stubs from the current portal for your personal records before [Date].
- **Onboarding:** You will receive a separate email on [Date] with instructions on how to set up your new account, verify your direct deposit information, and complete tax forms.

We aim to make this transition as seamless as possible. We will be hosting [Information Sessions/Q&A Webinars] on [Date/Time] to answer any questions you may have.

If you have immediate questions, please contact the HR/Payroll department at [Email Address] or [Phone Number].

Thank you for your cooperation and patience during this upgrade.

Best regards,

[Your Name]

[Your Title]

[Company Name]