

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Follow-Up: Corporate Payroll System Transition

Dear [Employee Name],

Following our previous announcement regarding the transition to our new payroll system, [System Name], we are writing to ensure you have successfully completed your profile setup.

As of [Effective Date], all payroll processing, tax documentation, and expense reimbursements will be managed through the new platform. To avoid any delays in your upcoming pay cycle, please confirm that you have performed the following actions:

- Logged into the new portal using your corporate credentials.
- Verified your personal contact information and mailing address.
- Confirmed or updated your direct deposit/bank account details.
- Submitted your updated federal and state tax withholding forms (W-4).

If you have already completed these steps, please disregard this notice. If you are experiencing technical difficulties or have questions regarding your data migration, please contact the Payroll Department at [Phone Number] or [Email Address].

Support resources and step-by-step user guides are also available on the company intranet at [Link].

Thank you for your cooperation during this transition.

Best regards,

[Your Name]

[Your Title]

[Company Name]