

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notice of Payroll System Transition and One-Time Incentive**

Dear [Employee Name],

As part of our commitment to improving administrative efficiency, [Company Name] will be transitioning to a new payroll system, [New System Name], effective [Launch Date].

To ensure a smooth migration, we require all employees to complete the following actions in the new portal by [Deadline Date]:

- Verify and update personal contact information.
- Confirm direct deposit/banking details.
- Update tax withholding (W-4) elections.
- Complete the [Name of Training/Orientation] module.

**Transition Incentive**

In appreciation of your cooperation during this transition, the company is offering a one-time gross incentive payment of \$[Amount]. To qualify for this incentive, you must complete all the tasks listed above no later than [Deadline Date].

The incentive will be processed and included in your paycheck on [Payment Date], provided all requirements are met.

**Support**

Detailed instructions on how to access the new portal are attached to this letter. If you encounter any issues, please contact the HR/Payroll Support Team at [Email Address] or [Phone Number].

Thank you for your assistance in making this transition a success.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]