

[Company Letterhead/Header]

**To:** All Employees

**From:** [Name/Department]

**Date:** [Date]

**Subject:** Important Notice: Transition to New Payroll System

Dear Team,

We are pleased to announce that [Company Name] will be transitioning to a new payroll service provider, [New Provider Name], effective [Launch Date]. This move is part of our commitment to improving our internal systems and providing you with a more efficient, user-friendly platform for managing your pay and benefits.

### **What is changing?**

- **New Employee Portal:** You will have access to a new self-service portal to view paystubs, tax forms (W-2s), and update personal information.
- **Mobile Access:** The new system offers a mobile app for easy access on the go.
- **Pay Schedule:** Your pay frequency and pay dates will [remain the same / change to: Specify New Schedule].

### **What do you need to do?**

1. **Registration:** On [Registration Date], you will receive an automated email from [New Provider Name] with instructions on how to set up your new account.
2. **Verification:** Once logged in, please verify that your direct deposit information and tax withholdings are correct.
3. **Deadline:** Please complete your profile setup by [Deadline Date] to ensure there are no delays in your first payment through the new system.

### **Important Note on Historical Data:**

You will continue to have access to the old payroll system until [Cut-off Date] to download any past paystubs for your records. After this date, historical data will be archived by the HR department.

We are committed to making this transition as seamless as possible. If you have any questions or encounter issues during the login process, please contact the Payroll Department at [Phone Number/Email Address] or visit our FAQ page at [Link].

Thank you for your cooperation and your continued hard work.

Best regards,

[Signature]

[Name]

[Title]

[Company Name]