

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Employee Full Name]  
[Employee ID Number]  
[Department]

**Subject: Secure Banking Payroll Compliance Notification**

Dear [Employee Name],

In accordance with federal banking regulations and our internal security protocols, this letter serves as formal notification regarding payroll compliance requirements for your direct deposit account.

To ensure the secure delivery of your compensation and to comply with [Mention Relevant Law, e.g., NACHA/AML] regulations, we require you to verify your banking information. Please ensure the following details on file are accurate:

- Financial Institution: [Bank Name]
- Account Type: [Checking/Savings]
- Account Number (Partial): [XXXX-XXXX-1234]
- Routing Number: [XXXXXX6789]

If there have been any changes to your banking status or if you did not authorize this account for payroll, you must contact the Payroll Department immediately at [Phone Number] or [Email Address].

Please note that for security purposes, any future changes to your banking information will require a multi-factor authentication process and a signed authorization form. We will never ask you to provide your full password or PIN via email.

Thank you for your cooperation in maintaining the security of our payroll systems.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]  
[Company Name]