

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Strategic Payroll System Upgrade**

Dear [Employee Name],

As part of our ongoing commitment to operational excellence and digital transformation, [Company Name] is pleased to announce a strategic upgrade to our corporate payroll and Human Capital Management (HCM) infrastructure.

Effective [Go-Live Date], we will transition to [New System Name]. This investment is designed to provide you with a more intuitive, secure, and transparent experience regarding your compensation and benefits.

**Key Improvements for Employees:**

- Enhanced mobile accessibility for viewing payslips and tax documents.
- Streamlined processes for time tracking and leave requests.
- Real-time updates for personal information and direct deposit settings.
- Advanced data security protocols to protect your financial information.

**What You Need to Do:**

To ensure a seamless transition, please complete the following steps by [Deadline Date]:

1. Log in to the new portal using the credentials sent via [Email/Internal System].
2. Verify your current banking details and contact information.
3. Review the brief "Getting Started" training module available on the dashboard.

Please note that there will be a brief blackout period for manual changes from [Start Date] to [End Date]. Your scheduled pay date of [Next Pay Date] will remain unaffected.

We are confident that this strategic upgrade will significantly improve your administrative experience. For any questions, please contact the Payroll Department at [Email Address] or [Phone Number].

Best regards,

[Signature]

[Name of Executive/Payroll Director]

[Title]

[Company Name]