

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: FINAL NOTICE - Mandatory Direct Deposit Enrollment Deadline

Dear [Employee Name],

Our records indicate that you have not yet enrolled in direct deposit for your payroll disbursements. This is a final reminder that the deadline to transition to electronic payments is **[Insert Date]**.

Starting **[Insert Date of First Impacted Paycheck]**, [Company Name] will no longer issue physical paper checks. To ensure there is no interruption in receiving your pay, you must provide your banking information through our secure portal.

Action Required:

- Log in to the Employee Portal at [Insert Link].
- Navigate to the [Payroll/Direct Deposit] section.
- Enter your bank routing number and account number.
- Confirm and submit your information.

If you do not have a traditional bank account, please contact the HR Department immediately at [Phone Number] or [Email Address] to discuss alternative electronic payment options, such as a payroll debit card.

Failure to complete this setup by the deadline may result in a delay in receiving your funds. Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Title]

[Company Name]