

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Subject: Transition of Payroll and Benefits Services

Dear [Employee Name],

We are writing to inform you of an upcoming change regarding your employment administration. Effective [Transition Date], the payroll and benefits management for your current assignment at [Client Company Name] will transition from [Old Agency Name] to [New Agency Name].

Please note that this change will not affect your current job duties, supervisor, or work location. However, it will change how you receive your pay and access your benefits.

Key Changes and Actions Required:

- **Payroll:** Your final paycheck from [Old Agency Name] will be issued on [Date]. Your first paycheck from [New Agency Name] will be issued on [Date].
- **Onboarding Tasks:** You will receive an email from [New Agency Name] with a link to an online portal. Please complete your new I-9, tax forms, and direct deposit information by [Deadline Date].
- **Benefits:** Information regarding new benefit plans, including health insurance and 401(k) eligibility, is attached to this letter.
- **Time Tracking:** Continue to log your hours as usual until [Date]. Starting [Date], you will use the [New System Name] to record your time.

We are committed to making this transition as smooth as possible. If you have any questions regarding your pay, taxes, or benefits enrollment, please contact the [New Agency Name] HR team at [Phone Number] or [Email Address].

Thank you for your continued hard work and cooperation during this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]