

To: [Manager Name/Department Head Name]

From: [Your Name/Payroll Department]

Date: [Date]

Subject: Urgent: Notice Regarding Timely Removal of Terminated Employees From Payroll

Dear [Manager Name],

This letter serves as a formal reminder regarding the mandatory procedures for reporting employee terminations to the Payroll Department.

To ensure financial accuracy and compliance with labor regulations, it is critical that all terminated employees are removed from the payroll system immediately upon their departure. Delays in notification can lead to overpayments, tax complications, and internal audit discrepancies.

Required Actions:

- Notify Human Resources and Payroll no later than [Number] hours/days following an employee's last day of work.
- Submit the completed "Termination Personnel Action Form" via [Submission Method/Portal].
- Confirm the final hours worked and any accrued vacation time to be paid out.

Failure to report terminations in a timely manner creates a financial risk for the company. Please ensure your department follows these protocols for all future voluntary and involuntary departures.

If you have any questions regarding the off-boarding process, please contact [Contact Name/Department].

Thank you for your immediate attention to this matter.

Best regards,

[Your Signature]

[Your Job Title]