[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**To All Employees**,

**Subject: Announcement of Changes to Payroll Schedules**

Dear Team,

We are writing to inform you of an upcoming change to our payroll schedule that will take effect on [Effective Date]. This adjustment is being made to [*reason for the change, e.g., “streamline our payroll process,” “ensure timely compliance with financial regulations,” or “better align with industry standards”*].

**Key Changes**:

1. New Payroll Cycle: [*Briefly describe the new schedule, e.g., “We will transition from a biweekly payroll to a monthly payroll schedule.”*]
2. First Payroll Under New Schedule: [*Specify the date of the first paycheck under the new schedule, e.g., “Your first paycheck under the new schedule will be issued on [Date].”*]
3. [*Optional Information, e.g., Impact on direct deposit or deductions.*]

We understand that changes to payroll schedules can raise questions, and we are committed to ensuring a smooth transition. To assist with this change:

* Information Session: [*Include details of an upcoming meeting or webinar, if applicable.*]
* Support Contact: If you have any questions or concerns, please contact [Payroll Contact Name] at [Email Address/Phone Number].

We appreciate your understanding and cooperation during this transition. Thank you for your continued contributions to [Company Name], and please don’t hesitate to reach out if you need assistance.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................