**Date:**

**To**

**[The Recipient]  
[Department Name]**

**Re. Change in Payroll Frequency**

Dear Employees,

This letter is penned to inform all the employees about recent changes in the payroll structure and its frequency. The changes have been made by the [NAME OF THE TREASURY MANAGER] from the Department of [NAME]. The reason for the payroll change is the change in tax implementation by the government with the implementation of a new fiscal budget for the year 20XX-20XX. Payroll change has been made on the account of another reason i.e., the change of principal organization.

The Department of [NAME] has made a few changes in the amount and other benefits of the employees working from 20XX. The reason behind specifying the employees’ duration is to confirm that the change does not bring any negative impacts on the fresh employees. Most of the recent adjustments and joining are done with the payroll structure of the latest pattern. The changes are done with the [SPECIFY CADRE] only and therefore, a rejoinder for the [CADRE] has been structured.

The payroll change is due to the tax and potential internal changes in the company’s internal financial structure. The payroll change includes a charge of [X PERCENT] tax on the next paychecks and a reduction in the fuel charges by [X PERCENT]. The employees who are not taking the fuel charges would be charged with the same percentage of deduction from the salary in the wake of pick and drop service.

You can interact with Human Resource Management in case of any confusion. If you need to get clarified about the payroll change, please have a look at the enclosed rejoinders. Thank you.

Regards

[NAME]  
[DESIGNATION]  
[COMPANY]