**Date:**

**To**

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

**Re. Change in the Payroll by the Department of [NAME]**

Dear All,

This letter serves as a notification to inform the employees of the recent changes in the payroll of the company. There have been a few changes related to the date, paychecks, banking, and a reduction in the amount to be paid as tax. The said changes have taken the approval from FRLP [SPECIFY THE LEGAL BODY] so that no illegal activity is to be speculated. Change in the payroll is done with great care and extensive management and collaboration of various departments, therefore, any kind of error or omission must be informed to the Human Resource Management.

The changes brought by the [PRINCIPAL BODY] and thus, it is unavoidable to no to do any alterations in the payroll of the company. First, we wish to announce the change in the date of the salary payment. According to the new policy, salaries shall be deposited in the accounts of the employees on the 5th of every month no matter the day of the week.

Secondly, no paychecks will be issued to the employees personally, rather, salary will be deposited in the respective official bank accounts of the employees. For that, each employee should have an official account in [SPECIFY THE BANK]. Bank accounts other than the mentioned bank shall not be accepted.

Another unpleasant change is the reduction of [X] percent of the total sum of gross salary from the payment for the tax payment. Increments and bonuses shall be treated as before without going through any change.

We have taken legal approvals for this purpose (copies enclosed). The change shall be effective from [dd-mm-yyyy]. In case of any query dial [PHONE NO.] or write at [EMAIL]. Thank you for your constant cooperation.

Regards

[NAME]  
[DESIGNATION]  
[COMPANY]