

# Notification of New Payment Timings

Dear [Employee/Client Name],

We hope this message finds you well. We are writing to inform you of a change in our payment schedule that will take effect on [Effective Date].

Going forward, payments will be processed on the following timings:

- **Payments will be made every [Frequency: weekly, bi-weekly, monthly]**
- **Payment processing will occur on [Specific Day(s) of the Week]**
- **Payment cut-off time will be [Cut-off Time] on the processing day**

We kindly ask you to adjust your records accordingly. If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]