

# Payroll Compliance Outsourcing Agreement

Date: \_\_\_\_\_

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to formally propose our payroll compliance outsourcing services to you. Our team is committed to ensuring that your payroll operations are compliant with all relevant regulations and standards.

## Scope of Services

- Preparation and filing of payroll taxes
- Compliance with federal, state, and local regulations
- Employee payroll processing
- Audit support and assistance

## Benefits

- Expertise in payroll legislation
- Reduced risks of non-compliance
- Time savings for your team
- Improved data accuracy and security

Please review the attached proposal for further details. We look forward to the possibility of working together to enhance your payroll compliance processes.

Thank you for considering our services. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]