

# Payroll Processing Contract

**Date:** [Insert Date]

**Client Name:** [Insert Client Name]

**Client Address:** [Insert Client Address]

Dear [Client Name],

This letter serves as a contract for payroll processing services to be provided by [Your Company Name]. Below are the terms and conditions of our agreement:

## Scope of Services

[Describe the payroll processing services to be provided]

## Fees

The fees for the services will be [Insert Fee] per [Insert Timeframe, e.g., month, pay period].

## Term

This contract will commence on [Insert Start Date] and will continue until terminated by either party with [Insert Notice Period] notice.

## Confidentiality

Both parties agree to keep all employee and payroll information confidential.

## Acceptance

If you agree to the terms outlined above, please sign below to indicate your acceptance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

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[Client Name]  
[Client Title]  
[Date]