

Payroll Software Outsourcing Agreement

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Client's Name],

We are pleased to offer our payroll software outsourcing services to your organization. This letter outlines the terms and conditions of our agreement.

Service Details:

- Service Scope: [Details of payroll services offered]
- Implementation Timeline: [Expected start date and duration]
- Pricing Structure: [Payment terms and rates]

Responsibilities:

Our responsibilities include:

- Accurate payroll processing
- Timely reporting
- Compliance with regulations

Client Responsibilities:

Your responsibilities include:

- Providing necessary employee data
- Ensuring timely approvals

We look forward to a successful partnership. Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[Email Address]

[Phone Number]

Accepted by: _____

Date: _____