

Employee Pay Schedule Notification

Dear [Employee Name],

We hope this message finds you well. We would like to inform you about your pay schedule at [Restaurant Name].

Pay Periods

Your pay is issued bi-weekly, with the following pay periods:

- Pay Period 1: [Start Date] to [End Date] - Pay Date: [Pay Date]
- Pay Period 2: [Start Date] to [End Date] - Pay Date: [Pay Date]
- Pay Period 3: [Start Date] to [End Date] - Pay Date: [Pay Date]

Payment Method

Payments will be made via [Direct Deposit/Cash Check], and you will receive a pay stub detailing your hours worked and deductions.

If you have any questions regarding your pay schedule or any other related matters, please feel free to reach out to [HR Contact/Manager Name] at [Contact Information].

Thank you for your continued hard work and dedication to [Restaurant Name].

Sincerely,

[Your Name]
[Your Title]
[Restaurant Name]