

Important Notice: Change in Pay Cycle

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to our pay cycle that will take effect on [Effective Date].

Starting from this date, pay periods will change from [Old Pay Cycle] to [New Pay Cycle]. This change is intended to [reason for change].

Please be advised of the key dates:

- Last pay period under the old schedule: [Date]
- First pay period under the new schedule: [Date]

If you have any questions or concerns regarding this change, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

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

Sincerely,

[Your Name]
[Your Position]
[Restaurant Name]