

Payroll Frequency Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an important change to your payroll frequency that will take effect starting [Insert Effective Date].

In an effort to streamline our payroll process and improve financial management, we will be adjusting the payroll frequency from [Current Frequency] to [New Frequency]. This change means you will receive your pay [Insert Details About New Payment Schedule].

If you have any questions or concerns regarding this change, please do not hesitate to reach out to the HR department at [Contact Information]. We appreciate your understanding and cooperation during this transition.

Thank you for being a valuable part of our team.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]