

# Payroll Schedule Adjustment Notification

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the payroll schedule for the upcoming pay period.

Effective [Effective Date], the new payroll schedule will be as follows:

- Pay period dates: [Start Date] to [End Date]
- Payday: [New Payday]

This adjustment is necessary to improve our payroll processing and ensure timely payments. We appreciate your understanding and cooperation.

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

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

Sincerely,

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