

# Announcement of Payroll Timetable Change

Dear Team,

We hope this message finds you well. We are writing to inform you of a change in our payroll timetable that will take effect starting next month.

The new payroll schedule will be as follows:

- Pay Period: Every two weeks
- Payday: Fridays

This change aims to streamline our payroll process and ensure timely payments. Please ensure that you submit your hours and any required documentation by the end of the pay period.

If you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your continued hard work and dedication.

Sincerely,

The Management Team