

Payroll Processing Authorization Update

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

We are writing to inform you of an update regarding the payroll processing authorization for [Employee's Name/Department/Team]. As of [Effective Date], the following changes will take effect:

- Previous Authorizer: [Previous Authorizer's Name]
- New Authorizer: [New Authorizer's Name]
- Reason for Change: [Brief Explanation]

Please ensure that all payroll-related documents and approvals are directed to the new authorizer moving forward. If you have any questions or require further assistance regarding this update, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]