### **Subject: Important Update: Payroll Transition to Corfix Payroll**

Hi [Employee Name],

We’re reaching out to let you know that **[Company Name]** is moving to **Corfix Payroll** for all future payroll processing.

This change will take effect on **[Effective Date]**.

Here’s what you need to know:

**🗓️ Key Dates**

* **Last Pay Date with Previous System:** [Old System Final Pay Date]
* **First Pay Date with Corfix Payroll:** [First Corfix Pay Date]

**💰 Pay Stubs**

Starting with your first Corfix paycheck, you’ll receive your **pay stubs by email**.  
Please note that these files **will not be password protected**, so make sure your email account is secure and only accessible by you.

**⏱ Time Tracking**You will **continue tracking your hours using Corfix Timekeeping** as usual.  
The hours you log will automatically be sent to **Corfix Payroll** to calculate and process your pay. There’s nothing new you need to do—just keep logging your hours accurately.

**📞 Questions or Help**If you have any questions about the transition or your pay, please contact **[Payroll Contact Name]** at **[Payroll Contact Email or Phone Number]**.

We appreciate your cooperation during this transition and look forward to a smoother, more efficient payroll process with Corfix.

Thank you,  
 **[Your Company Name]** Payroll & Administration Team