

Date: [Date]

To: [Employee Name]

Subject: Important Information Regarding Your Payroll and Benefits Transfer

Dear [Employee Name],

Following the recent acquisition of [Legacy Company Name] by [Acquiring Company Name], we are pleased to welcome you to the team. We are now beginning the process of transitioning your payroll and employee benefits to our corporate systems.

Payroll Transition

Your final paycheck from [Legacy Company Name] will be issued on [Date]. Starting [Date], you will be paid through [Acquiring Company Name]'s payroll system. Please note the following changes:

- **Pay Frequency:** [e.g., Bi-weekly/Monthly]
- **Pay Dates:** [e.g., Every other Friday]
- **Action Required:** You must complete new direct deposit forms via the [Company Portal Name] by [Deadline Date].

Benefits Enrollment

Your current coverage under [Legacy Company Name] will remain active until [Date]. To ensure continuous coverage, you are required to enroll in the [Acquiring Company Name] benefits plan.

- **Enrollment Period:** [Start Date] to [End Date]
- **Plan Details:** Information regarding Health, Dental, Vision, and 401(k) options is attached.
- **Onboarding Meeting:** A mandatory benefits briefing will be held on [Date] at [Time].

Tax Documentation

You will receive two separate Form W-2s for this calendar year: one from [Legacy Company Name] for earnings prior to the transfer, and one from [Acquiring Company Name] for earnings after the transfer.

If you have any questions regarding these changes, please contact the HR Department at [Phone Number/Email Address].

Sincerely,

[Name]

[Title]

[Acquiring Company Name]