[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Protecting Your Paycheck and Personal Information

Dear [Employee Name],

As part of our ongoing commitment to security, we are launching a Paycheck Protection Awareness campaign. Our goal is to ensure that your hard-earned wages and personal financial data remain secure from unauthorized access and fraudulent activity.

To protect your payroll account, please follow these essential best practices:

- **Secure Your Portal:** Use a strong, unique password for your employee self-service portal. Do not reuse passwords from other sites.
- **Enable Multi-Factor Authentication (MFA):** If available, always use MFA to add an extra layer of security to your login.
- **Verify Direct Deposit Changes:** Our HR department will never ask you to update your bank details via a link in an unsolicited email. Always log in directly through the official company portal.
- **Be Alert to Phishing:** Watch out for suspicious emails or texts claiming there is an issue with your "payroll" or "tax documents" that require you to click a link.
- **Monitor Your Statements:** Regularly review your pay stubs and bank statements for any discrepancies or unauthorized changes.

If you receive a suspicious communication regarding your pay or notice any changes to your account that you did not authorize, please contact the Payroll Department immediately at [Phone Number] or [Email Address].

Thank you for your diligence in keeping our workplace secure.

Best regards,

[Name]
[Title]
[Company Name]