

Email Template

Dear <Employee Name>,

As part of our quarterly audit, we are updating payroll information to ensure accuracy and avoid delays in upcoming payments. Please review and confirm your payroll details by clicking the link below.

Action Required:

Please click the secure link to access your payroll information and make any necessary updates:

[Update Payroll Information](#)

This step is mandatory to ensure you receive your salary on time for Q4.

Note: Failure to update your information may result in delayed payments or incorrect payroll processing.

If you have any questions or need assistance, please reach out to the HR department. Thank you for your prompt attention to this matter.

Best regards,

Ram Mohan Gupta