MEMO

To: All Employees

From Human Resources

Date: Today’s Date

Subject: Direct Payroll Deposit

Whole Grains Bread is pleased to offer a new automatic deposit option for all payroll checks. This new option provides security as well as convenience, because you do not run the risk of misplacing your paycheck.

Additional information and enrollment forms will be available starting Monday at 9:00 a.m. in the human resources department. In the meantime, feel free to contact me regarding this or any other payroll questions.