Whole Grains Bread

320 Magnolia Avenue, Larkspur, California

MEMO

To: All Employees

From: Personnel

Date: September, 29th 2011

Subject: New Option

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

If you select to have your paycheck deposited automatically, the funds are available immediately at 12:01 a.m. on the date you are regularly paid. You will receive a notice via e-mail detailing the following information:

Date

Payment total for the pay period

Deposit amount

Tax, FICA, and other withholdings

Additional information and enrollment forms will be available Monday at 9:00 a.m. in the personnel office.

Student’s Name

Personnel Assistant