

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employee Name]
[Employee Address]
[City, State, ZIP Code]

Dear [Employee Name],

We are pleased to welcome you to [Your Company Name]! As part of your onboarding process, we would like to assist you in setting up your bank account for direct deposit of your salary.

Please follow the steps below to complete the bank account setup:

1. ****Choose a Bank****: Select a bank or credit union that suits your financial needs.
2. ****Gather Required Documents****: Ensure you have the following documents ready:
 - Identification (e.g., driver's license, passport)
 - Social Security Number (SSN)
 - Proof of address (e.g., utility bill, lease agreement)
3. ****Open an Account****: Visit your selected bank to open a checking or savings account. Inform the bank that you would like to set up direct deposit for your paycheck.
4. ****Complete Direct Deposit Form****: Once your account is set up, please fill out the attached direct deposit form. Make sure to include your new account details.
5. ****Submit to HR****: Return the completed form to the HR department by [insert deadline].

If you have any questions or need assistance during this process, please feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We look forward to having you on board!

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]