Mr. / Ms. **[BOSS’ NAME]:**

We have an opportunity to boost employee morale in a fun, educational and exciting way. During National Payroll Week, September 4 – 8, I would like to salute the individuals who work hard to make every payday great — our payroll department. Celebrating payday and recognizing the professionals who calculate everyone’s paycheck is a simple way for us to boost morale here at **[COMPANY NAME]**.

The celebration will be a snap and show our payroll employees how much we appreciate their hard work. We can even cut costs for the company by including money saving events in the celebration, such as a direct deposit drive. We can also get free publicity from PayrollOrg, if we celebrate at our company.

A few small events will ensure our National Payroll Week celebration is a huge success. Some of the ideas I have in mind for our company’s event include:

o Direct deposit drive for employees

o Companywide virtual luncheon to have a meet and greet with the payroll department

o Daily virtual games that will increase knowledge of the payroll withholding system

o Company e-mail to employees promoting the National Payroll Week online survey

o Placing a National Payroll Week banner on our company’s webpage

With your support, we can make this National Payroll Week celebration a reality. I can handle all the details and keep you updated. I would like your approval and a reasonable budget to make this a big success for our company.

I'm happy to tell you more about National Payroll Week or you can find more details are available online at [www.nationalpayrollweek.com](http://www.nationalpayrollweek.com).

Best regards,

**[Member Name]**

**[Address]**

**[Phone]**

**[E-mail]**