<Insert date here>

Dear <insert first name here>

**Simplify your payroll duties**

Outsourcing to a professional bureau is the simplest, most efficient and most flexible way to manage your payroll.

**It allows you to focus on what you are best at**, while leaving us to do what we are best at.

For many businesses, our payroll services offer an attractive and valuable alternative to doing it yourself.

**Here are the top 7 benefits of outsourcing your payroll needs to us:**

1. **Free Up Your Time** - Payroll processing by hand is a time-consuming process. Outsourcing payroll can free up staff time to pursue more important value-added and revenue-generating activities.
2. **Reduce Costs** - The direct costs of processing payroll can be greatly reduced by working with a payroll provider.
3. **Avoid penalties** - It is our responsibility to get everything concerning payroll completed correctly so there is no burden on you.
4. **Alleviate Pain** - Manual payroll is a headache in the best case and a nightmare in the worst case. Business owners who outsource payroll eliminate a tiresome source of personal stress.
5. **Avoid Technology Headaches** - A constant question for small business owners is whether they have the latest version of their payroll software and the most recent tax tables installed on their computer. Using the wrong tax tables can result in stiff penalties. Outsourcing payroll removes those headaches and keeps payroll running smoothly.
6. **Leverage Outside Payroll Expertise** - Most business owners and controllers don't have time to keep up with constantly changing regulations, withholding rates, and government forms. By outsourcing payroll, a small business can take advantage of expertise that was previously available only to big companies.
7. **Manage Staff Better** - In our cloud based HR Platform, you will also be able to manage timekeeping, attendance, expense claims & more.
8. **Employees Get Their Own Logins** - and can do all their submissions electronically for you to simply approve at the end of each month.

You can see from this list of benefits why so many employers chose to outsource their payroll to us.

Yours sincerely,

<insert name here>