(This is an example letter for informing your employees about using the e-salary. You can modify the text u suit your company’s needs.)

**Dear employee,**

We have started to use e-salary in our company.

E-salary is an electronic salary slip, that can be viewed in employee’s own internet bank. To view the salary slips, you only need an Internet connection and login credentials to your internet bank.

**Why an electronic salary slip?**

We have developed our organization and started to send our employees’ salary slips in an electronic form. To our employees this offers an opportunity to view their salary slips wherever and whenever. Also, the slips are stored in the internet bank for 3 years. Salary slips can be printed as well.

Electronic salary slip is safe, since the data transfer is encrypted, and user must login to the internet bank in order to view the salary slips.

**How to find the electronic salary slip?**

When you have the login credentials to your internet bank, you can start using the e-salary instantly. If your bank offers several options for e-salary operators, select Apix in order to access your e-salary.

E-salary service varies depending on the bank, so general instructions about using the e-salary in banks cannot be given. Your own bank will offer the instructions.

**Where can I find further information?**

Our salary calculation department helps with the questions regarding salaries.

Your own bank will help you with questions regarding the e-salary in your internet bank.

**Welcome to be a user of electronic salary slips!**