

Telling your clients about the changes to payroll in Xero plans

Feel free to use this email copy to tell clients about the changes to payroll in Xero plans effective 18 June 2025

Subject: More payroll options in Xero plans

Hi [Name]

Xero has just launched changes to the availability of payroll in its business plans. If you pay yourself and/or employees, you now have more flexibility and more choice about which plan you subscribe to – this is something you may want to take advantage of.

Changes to payroll in Xero business plans

You can now add individual employees into payroll on the Xero Ignite, Grow, Comprehensive or Ultimate plan for an additional cost.

- **Xero Ignite:** Payroll is optional; pay £1.50 per person per month, excluding VAT
- **Xero Grow:** Includes payroll for one person a month, plus pay additional people for £1.50 per person per month, excluding VAT
- **Xero Comprehensive:** Includes payroll for five people a month, plus pay additional people for £1.50 per person per month, excluding VAT
- **Xero Ultimate:** Includes payroll for ten people, plus pay additional people for £1 per person per month, excluding VAT

You can [read more about the changes](#) on the Xero website.

What we recommend you do

We recommend you [review the Xero plans](#) and check you're still on the plan that best suits your needs. We're always happy to help and advise if you're now sure which plan is right for you.

<Practice sign-off>