

**Subject:** MijnLoket replaces Werknemerloket – what this means for you and your employees

Dear [name],

This month, we are taking an important step forward together. As of [specific date or period], we will move to **MijnLoket**, the new online environment for employees that will replace the current Werknemerloket.

### **Why this change?**

The world around us is changing. Employees increasingly expect convenience, transparency and self-service. As a client, you also want fewer fragmented processes and less administrative work. MijnLoket provides exactly that: a modern, user-friendly environment designed for today and tomorrow.

### **What this means for your organisation**

For now, only the employee portal will change. Your employees will gain access to MijnLoket: a personal online environment with their payslips, annual statements and a clear salary overview. Quick insight, without unnecessary complexity.

From [specific date or period], employees will receive an invitation to create their MijnLoket account. Enclosed you will find a sample email you can use to inform your employees, as well as a poster you can display in your workplace. Should you require any support with this, please contact your dedicated account manager.

### **Important: access to the old Werknemerloket will end**

Once the transition to MijnLoket has been made, access to Werknemerloket will be blocked. It is therefore essential that employees are properly informed. All the necessary information is included in the enclosed materials.

### **Option 1: Starting with the basic version**

#### **A smart first step**

We will begin with the basic version of MijnLoket, which already gives employees access to the most essential functions. But MijnLoket offers much more. In the attachment, you will find an overview of additional options such as expense claims, leave requests and digital onboarding for new colleagues.

Depending on your requirements, these additional features can easily be activated in Loket. This reduces your administrative workload and gives employees more opportunities to manage tasks themselves. You retain oversight while making administration lighter. That is exactly the goal: working smarter, giving employees more ownership and freeing up time for what really matters.

### **Option 2: General version**

**A smart step forward**

With MijnLoket, you are taking a smart step towards clarity, convenience and employee ownership. Employees gain access to a modern portal where they can easily manage their HR matters. Many additional features are available, such as digital onboarding, task management and smart workflows.

These functionalities can be activated according to your preferences. This way, you empower employees, reduce administrative pressure and maintain control over processes. Exactly what you need for an efficient and future-ready collaboration.

Curious about the possibilities? Please do not hesitate to contact us.

Kind regards,