

Tax Deduction Readiness Notification

Date: [Insert Date]

Dear [Employee's Name],

As the end of the tax year approaches, we would like to remind you to prepare for your tax deductions. Please review the following information to ensure you are ready for filing:

- Gather all necessary documents such as W-2 forms, receipts for deductions, and any relevant financial statements.
- Ensure that your personal information is up to date in our system.
- Review any expenses that may be eligible for deductions.
- Consult with a tax professional if you have any specific questions.

We encourage you to take these steps early to make the filing process as smooth as possible. If you have any questions or need assistance, please do not hesitate to reach out to our HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]