

# Notification of Tax Withholding Adjustment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you of an adjustment to your tax withholding status. This adjustment is effective as of [Effective Date]. The reasons for this adjustment include [Reason for Adjustment].

Your new withholding allowances are as follows:

- Federal: [New Federal Allowance]
- State: [New State Allowance]

Please review your pay statements in the upcoming pay periods to confirm that the adjustments have been implemented correctly.

If you have any questions or require further clarification, please feel free to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]