

Yearly Tax Deduction Summary Statement

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Yearly Tax Deduction Summary Statement for [Year]

Dear [Employee Name],

We are pleased to provide you with your Yearly Tax Deduction Summary Statement for the year [Year]. Below are the details of the deductions made during the year:

Month	Amount Deducted
January	[Amount]
February	[Amount]
March	[Amount]
December	[Amount]

Total Amount Deducted for [Year]: [Total Amount]

If you have any questions regarding this statement, please do not hesitate to contact the HR department.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]