

Employment Tax Withholding Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company Name]

Subject: Update on Employment Tax Withholding

Dear [Employee's Name],

We are writing to inform you of an update regarding your employment tax withholding. As part of our commitment to ensuring compliance with federal and state tax laws, we have reviewed our records and determined that your withholding information requires an update.

Please review the following details:

- **Current Withholding Rate:** [Insert Current Rate]
- **New Withholding Rate:** [Insert New Rate]
- **Effective Date:** [Insert Effective Date]

If you have any questions or need to update any personal information, please contact our HR department at [HR Contact Information]. We recommend reviewing your withholding status, particularly if there have been changes in your personal circumstances.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]