

Payroll Tax Withholding Revision Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that there has been a revision to your payroll tax withholding. The revised withholding rate will take effect on [Insert Effective Date].

Please review your current withholding amounts, which are as follows:

- Current Withholding Rate: [Current Rate]
- Revised Withholding Rate: [Revised Rate]

If you have any questions or would like to discuss this further, please do not hesitate to reach out to the payroll department at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]