

W-4 Adjustment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Company Name]

Subject: W-4 Adjustment Notification

Dear [Employee Name],

We are writing to inform you that we have received your request to adjust your W-4 withholding information. Your new W-4 form has been processed, and your updated withholding amounts will take effect on your next paycheck.

If you have any questions regarding your W-4 adjustments or how it may impact your pay, please do not hesitate to contact the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]