

# Confirmation of Employee Tax Withholding Changes

Date: [Insert Date]

To: [Employee's Name] [Employee's Address] [City, State, Zip Code]

Dear [Employee's Name],

We are writing to confirm that your tax withholding status has been successfully updated as per your request. Below are the details of the changes made:

- Previous Withholding Status: [Insert Previous Status]
- New Withholding Status: [Insert New Status]
- Effective Date of Changes: [Insert Effective Date]

If you have any questions or need further assistance, please do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Position] [Company Name] [Company Contact Information]