

Employee Tax Deduction Adjustment Notice

Date: [Insert Date]

To: [Employee Name]

From: [Employer/HR Department]

Subject: Explanation of Tax Deduction Adjustments

Dear [Employee Name],

We are writing to inform you about recent adjustments made to your tax deductions. This change is based on [reason for adjustment, e.g., updated tax regulations, change in salary, etc.].

The adjustments will take effect starting [effective date]. Below is a summary of the changes:

- Previous Tax Deduction: [amount]
- New Tax Deduction: [amount]
- Reason for Change: [explanation]

We understand that changes in tax deductions can affect your budgeting and financial planning. If you have any questions or require further clarification, please feel free to contact the HR department at [HR contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]