

# Notification of Changes in Tax Deductions

Dear [Employee Name],

We hope this message finds you well. We are writing to notify you of upcoming changes to your tax deductions effective [Effective Date].

Due to [reason for changes, e.g., new tax regulations, policy updates], your tax deductions will be adjusted as follows:

- Previous Tax Deduction: [Amount]
- New Tax Deduction: [Amount]

Please review these changes and ensure that you understand how they may affect your take-home pay. If you have any questions or require further clarification, do not hesitate to contact our HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]