

Reminder: Review Your Tax Withholding

Dear [Employee's Name],

This is a friendly reminder to review your tax withholding status. It is important to ensure that your current withholdings align with your financial goals and personal circumstances.

Please take a moment to verify your information or make any necessary adjustments. You can access the withholding form and instructions on our HR portal.

Should you have any questions or need assistance, feel free to reach out to the HR department.

Thank you for your attention to this matter!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]