

Legal Name Change Notification

Date: [Insert Date]

[Your Current Name]

[Your Address]

[City, State, Zip Code]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally notify you of my legal name change. My previous name was [Your Old Name], and I have legally changed it to [Your New Name] as of [Effective Date].

Please update your records accordingly to reflect my new name for all employment-related documentation, including but not limited to payroll, tax forms, and insurance documents.

Enclosed is a copy of my legal name change document for your reference.

Thank you for your attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your New Name]

[Your Job Title]

[Your Contact Information]