

Payroll Tax Reconciliation Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to notify you of the completion of the payroll tax reconciliation for the year ending [Insert Year]. This reconciliation ensures that all payroll taxes withheld from your salary have been accurately reported and submitted.

After thorough review, we have confirmed that your total annual payroll taxes for the year amount to [Insert Amount]. This includes:

- Federal Income Tax: [Insert Amount]
- State Income Tax: [Insert Amount]
- Social Security Tax: [Insert Amount]
- Medicare Tax: [Insert Amount]

If you have any questions or require further details regarding this reconciliation, please do not hesitate to contact our payroll department at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]