

Tax Requirement Notification

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

This letter serves as a notification regarding your tax requirements as a foreign worker in [Country]. According to the local tax regulations, it is important for you to comply with the following tax obligations:

- Register for a Tax Identification Number (TIN) within [insert time frame].
- File your income tax return by [insert due date] for the fiscal year [insert year].
- Ensure that any applicable taxes are deducted at source if you are employed.

Failure to comply with these requirements may result in penalties as stipulated under [insert specific tax laws or regulations]. If you have any questions or require assistance, please feel free to contact our HR department at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Contact Information]