

# Withholding Tax Information for Expatriate Workers

Date: [Insert Date]

To: [Expatriate Worker's Name]

[Expatriate Worker's Address]

Dear [Expatriate Worker's Name],

We are writing to provide you with information regarding the withholding tax applicable to your employment as an expatriate worker in [Country/Region].

As per the tax regulations in [Country/Region], your salary is subject to withholding tax based on the applicable tax rates for expatriate employees. The following details outline your withholding tax obligations:

- **Tax Rate:** [Insert Tax Rate]
- **Tax Identification Number (TIN):** [Insert TIN]
- **Effective Date:** [Insert Effective Date]
- **Withholding Frequency:** [Insert Frequency]

Please note that these rates are subject to change based on local tax laws and regulations. It is essential to review your tax situation regularly and consult with a tax professional if you have any questions.

If you require any further assistance or clarification regarding your withholding tax obligations, please do not hesitate to contact our HR department at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]