

Seasonal Employment Tax Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Seasonal Employment Tax Adjustment Notification

Dear [Recipient Name],

We are writing to inform you about the upcoming seasonal employment tax adjustments that will affect our agricultural laborers during the [season/year]. As you are aware, these adjustments are in accordance with the applicable tax regulations governing seasonal agricultural employment.

The adjustments will take effect on [start date] and will remain in place until [end date]. During this period, all agricultural laborers will receive an adjusted tax withholding rate based on their seasonal earnings. This change is intended to ensure compliance and support our labor force effectively.

For your reference, attached are the details outlining the new withholding rates and the process to communicate these changes to your employees. We appreciate your cooperation and understanding as we implement these adjustments.

If you have any questions or require further clarification regarding the tax adjustment process, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]