

# Seasonal Employment Tax Adjustment Notification

Date: [Insert Date]

To: [Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you about the upcoming seasonal employment tax adjustment related to your position during the holiday staffing period.

As a seasonal employee with [Company Name], your earnings during the holiday season will be subject to specific tax adjustments. Effective [Start Date], the following adjustments will be applied:

- Federal Tax Withholding: [Adjustments/Percentage]
- State Tax Withholding: [Adjustments/Percentage]
- FICA Taxes: [Adjustments/Percentage]

Please ensure you review your payslips closely during this period to understand the deductions. If you have any questions or require further clarification, do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your hard work and dedication during this busy season. We appreciate your contributions to our team!

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]