

Seasonal Employment Tax Adjustment Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this letter finds you well. As part of our annual review and adjustment process, we would like to inform you about important updates related to your seasonal employment tax adjustments for the current fiscal year.

Due to the variable nature of employment in the hospitality industry, we have reevaluated the tax withholdings on your earnings. Our aim is to ensure that you are accurately taxed based on your seasonal income and to prevent any discrepancies during tax filing.

Your new tax withholding rate will be effective starting [Effective Date]. The details are as follows:

- Previous Tax Rate: [Previous Rate]
- New Tax Rate: [New Rate]

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to our HR department at [HR Contact Information]. We are here to assist you.

Thank you for your continued dedication and hard work during this busy season.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]