

Seasonal Employment Tax Adjustment Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Employee Name],

We hope this message finds you well. As a valued retail associate during our busy seasonal period, we want to inform you about an important update regarding your tax withholding for the upcoming pay periods.

Due to the nature of seasonal employment, your tax withholding may be adjusted. This is to ensure that you remain compliant with federal and state tax regulations. The changes will reflect in your paycheck starting from [Insert Start Date].

Please review the following adjustments:

- Current Tax Percentage: [Insert Percentage]
- Adjusted Tax Percentage: [Insert Percentage]
- Effective Date of Adjustment: [Insert Effective Date]

If you have any questions or require further clarification regarding this adjustment, please do not hesitate to contact the Human Resources department at [Insert Contact Information].

Thank you for your continued hard work and dedication during this busy season. We appreciate being able to count on you.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Company Name]