

# Seasonal Employment Tax Adjustment Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We hope this letter finds you well. As a participant in our summer internship program, we would like to inform you about important updates regarding your tax adjustments for the current seasonal employment period.

Based on your earnings and our current policies, adjustments will be made to ensure that you meet your tax obligations accurately while optimizing your take-home pay. Below are the details of your adjustments:

- Gross Earnings: \$[Insert Amount]
- Federal Withholding: \$[Insert Amount]
- State Withholding: \$[Insert Amount]
- Other Deductions: \$[Insert Amount]

Please review this information and feel free to contact our HR department at [Insert Phone Number] or [Insert Email Address] should you have any questions or require further information.

Thank you for your contributions to our team during this summer period. We appreciate your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]