

Payroll Tax Refund Notification

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you that we have updated our records regarding your payroll tax information. As a result of these updates, you are eligible for a refund of payroll taxes.

The details of your refund are as follows:

- Refund Amount: [Insert Amount]
- Refund Process Date: [Insert Date]
- Payment Method: [Insert Payment Method]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]