

[Company Name]  
[Department Name]  
[Date]

To: All Employees

Subject: Annual Tax Code and Payroll Compliance Notification

Dear Employee,

This letter serves as your annual notification regarding tax code updates and payroll compliance requirements for the upcoming calendar year [Year].

### **1. Review of Tax Coding**

Please review your current tax code as shown on your most recent payslip. It is your responsibility to ensure that your tax status and exemptions are correct. If your personal circumstances have changed (e.g., marriage, dependents, or change in residency), you may need to update your tax forms.

### **2. Updating Information**

If changes are required, please submit a new [Form Name, e.g., W-4 or P45] via the [Employee Portal/HR Office] no later than [Deadline Date]. Failure to provide updated information may result in incorrect tax withholdings.

### **3. Compliance and Reporting**

We confirm that [Company Name] is in compliance with all national and local payroll regulations. Your Year-End Tax Statement ([Form Name, e.g., W-2 or P60]) will be issued by [Date] for your records and tax filing purposes.

### **4. Benefits and Deductions**

Please note that updated contribution limits for [Retirement Plans/Health Insurance] may take effect on January 1st. Please review your current elections to ensure they align with the new statutory limits.

If you have questions regarding your specific tax situation, we recommend consulting with a professional tax advisor, as the company cannot provide personal financial advice.

Sincerely,

[Name]  
[Title]  
[Payroll/HR Department]