

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Confirmation of Statutory Deductions and Tax Code

Dear [Employee Name],

This letter is to formally confirm your current tax code and the statutory deductions applicable to your salary as of [Effective Date].

Based on the most recent notification from the tax authorities, your payroll records reflect the following information:

- **Employee ID:** [ID Number]
- **Current Tax Code:** [Insert Tax Code]
- **National Insurance / Social Security Number:** [Number]

The following statutory deductions are currently being applied to your gross earnings:

- Income Tax (PAYE)
- National Insurance Contributions / Social Security
- [Optional: Pension Contributions]
- [Optional: Student Loan Repayments]
- [Optional: Other Statutory Attachments]

Please note that your tax code is determined by the tax authorities ([e.g., HMRC/IRS]). If you believe your tax code is incorrect, you must contact them directly, as the company cannot change your tax code without official notification from the tax office.

If you have any questions regarding how these deductions are calculated on your payslip, please contact the Payroll Department at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company Name]