

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

[Employee Full Name]
[Employee Address]
[Employee ID/Payroll Number]

Subject: Notification of Tax Code Verification

Dear [Employee Name],

This letter is to formally notify you of the tax code currently applied to your temporary employment with [Company Name].

Based on the information provided to us by the tax authorities and your starter declaration, your tax code has been set as: **[Insert Tax Code]**.

This code will be applied to your earnings effective from the pay period ending [Date]. Please review this code to ensure it aligns with your current financial circumstances. If you believe this tax code is incorrect, you must contact the [Tax Authority Name, e.g., HMRC/IRS] directly to request an adjustment.

Please note that as your employer, we are legally required to use the code provided by the tax office and cannot change it without official notification from them.

If you have any questions regarding your payroll statement, please contact the HR or Payroll department.

Sincerely,

[Name of Sender]
[Job Title]
[Company Name]