

Positive Business Letter to Employees

Student's Name

Institution

Positive Business Letter to Employees

Student's name, Student's address, Telephone number, Email

Date

To all employees at

Company Name

Address

City, State, Zip

Dear Colleagues,

I would like to inform you that due to the glitch in our system all of us received bigger payment for the last two paychecks.

The payroll system didn't withhold about 20% of Federal tax in total from our last two salaries. This glitch has affected every one of us and we all have received slightly more salary.

In order to prevent tax evasion and penalties, more money must be withheld from our salaries during the upcoming pay periods in the current calendar year.

It takes one pay period before we fix the glitch and the correction to the payroll system can go into effect. Since there are only three pay periods before the end of the year, after the upcoming payment this month the system will withhold about 15% more Federal tax from our next 2 salaries, which makes it around 30% more tax in total.

Also, keep in mind that your next payment will still be affected by the glitch and the system will fail to withhold a percentage of taxes from it, which means that you will get a slightly bigger payment this month again.

I assure you, that none of us will receive less payment overall this year, and these measures are only in effect to compensate for the already unpaid Federal tax.

Thank you for your time and attention! I hope that this message answers most of your questions and makes the situation clear.

However, if you still have any questions regarding the situation, I'm glad to let you know that we have established a special hotline, which addresses most of the frequently asked questions, and you can access it by calling 555-PAYTAX at any time!

Respectfully,

Student's Name

References

Locker, K. (2013). *Business Communication: Building Critical Skills: Sixth Edition*.

McGraw-Hill Higher Education