

To:

Certified Mail #:

From:

Re: **Release of Employer Liability for Not Withholding Income Taxes from My Pay**

Dear

I recently filed exempt from withholding on the company's online payroll system. Attached to this letter, please find a printed copy of my IRS Form W-4 Employee Withholding Exemption Certificate, which per the Internal Revenue Code, subsection 3402(n), releases the company from any liability for not withholding income taxes from my pay.

The IRS suggests that you retain this hard copy in my employment file for four years.

Sincerely,