

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Communication Regarding Provident Fund Contribution

Dear [Employee's Name],

We are writing to inform you of important details regarding your Provident Fund (PF) contributions as part of your employment with [Company Name].

1. ****Contribution Details****:

- Employee Contribution: [Percentage]
- Employer Contribution: [Percentage]
- Total Contribution: [Percentage]

2. ****Contribution Frequency****:

Contributions will be deducted from your salary on a [monthly/bi-monthly] basis.

3. ****Account Information****:

Your Provident Fund account number is [Account Number]. You can check your balance and contributions through [Online Portal/Website].

If you have any questions regarding your PF contributions or require further clarification, please do not hesitate to contact the HR department at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Optional: Company Logo]