

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Provident Fund Contribution Details

Dear [Employee's Name],

We are pleased to inform you about the Provident Fund (PF) contributions for the current financial year. Below are the details regarding your contributions:

- **Employee PF Contribution:** [Amount]
- **Employer PF Contribution:** [Amount]
- **Total PF Contribution:** [Total Amount]
- **PF Account Number:** [Account Number]

These contributions are aimed at providing financial security and benefits for your future. You can view your PF balance by [mention the method, e.g., online portal, mobile app, etc.].

If you have any questions or require further clarification, please feel free to contact the HR department.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Address]