

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Confirmation of Name Change and Marital Status Update

Dear [Employee Name],

This letter is to confirm that we have successfully updated our records regarding your legal name and marital status as per your recent request and the documentation provided.

Please find the details of the updates below:

- **Previous Name:** [Former Full Name]
- **Updated Name:** [New Full Name]
- **Updated Marital Status:** [New Marital Status]
- **Effective Date:** [Date of Change]

These changes have been reflected in our payroll system, personnel file, and benefit records. Your new email address and login credentials, if applicable, have been updated to [New Email Address/Username].

We recommend that you review your next pay stub and benefit portal to ensure all information is displayed correctly. If you have any questions or notice any discrepancies, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]