

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Salary Adjustment - Minimum Wage Compliance

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your compensation. Effective [Effective Date], your hourly rate of pay will be increased to reflect the new mandated minimum wage requirements in [State/City/Region].

Your new rate of pay will be **\$(New Amount)** per hour. This change will be reflected in your paycheck starting on [Pay Date].

All other terms and conditions of your employment remain unchanged. We appreciate your continued hard work and contributions to [Company Name].

If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Sender Name]
[Title]
[Company Name]