

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

[Date]

To: All Employees

Subject: Notice of Federal Minimum Wage Rate Modification

Dear Employee,

This letter serves as official notification regarding a modification to the federal minimum wage rate. In compliance with the Fair Labor Standards Act (FLSA), the federal minimum wage is scheduled to change.

Modification Details:

- **Effective Date:** [Insert Effective Date]
- **New Federal Minimum Wage Rate:** \$[Insert Amount] per hour

For employees currently earning below the new federal minimum, your hourly rate will be adjusted automatically to meet or exceed this new requirement effective on the date listed above. These changes will be reflected in the pay period ending [Insert Date].

Please note that if your state or local jurisdiction has a minimum wage rate higher than the federal rate, the company will continue to comply with the higher applicable standard.

If you have any questions regarding how this modification affects your specific compensation, please contact the Human Resources Department or your supervisor.

Sincerely,

[Name]
[Title]
[Company Name]