

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

[Date]

[Employee Name]  
[Employee ID / Department]

**Subject: Notification of Mandatory Salary Increase**

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your compensation. Effective [Effective Date], the state minimum wage has been increased to [New State Minimum Wage Rate] per hour.

To comply with this state mandate, your pay rate will be adjusted as follows:

- **Previous Rate:** \$[Amount] per hour
- **New Rate:** \$[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.

Thank you for 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]