

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

[Date]

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

Subject: Notification of Pay Adjustment - Local Minimum Wage Ordinance

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your hourly rate of pay. This change is being made to comply with the updated minimum wage requirements mandated by the [Name of City/County] Minimum Wage Ordinance.

Effective [Effective Date], your new hourly rate of pay will be [New Hourly Rate].

You will see this change reflected on your paycheck issued on [Date of First Paycheck]. All other terms and conditions of your employment remain the same.

Thank you for your continued hard work and contributions to [Company Name]. If you have any questions regarding this adjustment, please contact [Department/Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]