

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Hourly Wage Compliance and Compensation Update**

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your hourly rate of pay. [Company Name] regularly reviews our compensation structures to ensure full compliance with updated [Federal/State/Local] minimum wage requirements and labor standards.

Effective as of [Effective Date], your compensation will be updated as follows:

- **Previous Hourly Rate:** \$[Amount]
- **New Hourly Rate:** \$[Amount]

This increase ensures that your compensation remains in alignment with current wage regulations and reflects our commitment to fair labor practices. All other terms and conditions of your employment remain unchanged.

The updated rate will be reflected in your paycheck issued on [Pay Date].

If you have any questions regarding this adjustment, please contact the Human Resources department at [Phone Number/Email].

Thank you for your continued hard work and contributions to the team.

Sincerely,

[Sender Name]

[Title]

[Company Name]