

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Statutory Minimum Wage Adjustment

Dear [Employee Name],

We are writing to formally notify you of a revision to your base pay. This adjustment is being made to ensure continued compliance with the latest annual statutory minimum wage requirements mandated by [Local Government/Labor Authority].

Effective from [Effective Date], your new base pay will be as follows:

- **Previous Base Pay:** [Amount] per [Hour/Month]
- **New Base Pay:** [Amount] per [Hour/Month]

This increase will be reflected in your paycheck dated [Date of first payroll with new rate]. All other terms and conditions of your employment contract remain unchanged.

We appreciate your ongoing contributions to [Company Name]. Should you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Authorized Signature]

[Name of Sender]

[Job Title]

[Company Name]