

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Salary Adjustment

Dear [Employee Name],

This letter is to inform you of an adjustment to your annual salary. This change is being made to ensure your compensation remains in compliance with the updated minimum salary thresholds for exempt employees under the Fair Labor Standards Act (FLSA) [and/or applicable state law].

Effective [Effective Date], your new annual base salary will be \$[New Salary Amount]. This amount meets the new legal requirement for maintaining your status as an exempt employee.

Please note that all other terms and conditions of your employment, including your job title, duties, and benefits, remain unchanged. You will continue to be classified as an exempt employee, meaning you are not eligible for overtime pay.

Your new salary will be reflected in your paycheck starting [Date of First Paycheck].

Thank you for your continued contributions to [Company Name]. If you have any questions regarding this adjustment, please contact [HR Contact Name/Department] at [Contact Information].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

Acknowledgment:

I acknowledge receipt of this notification regarding my salary adjustment.

Employee Signature

Date
