

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

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notice of Retroactive Salary Adjustment and Minimum Wage Compliance

Dear [Employee Name],

This letter is to inform you that [Company Name] has recently conducted a payroll audit to ensure full compliance with the updated [State/City/Federal] minimum wage requirements effective as of [Effective Date of Wage Increase].

Our records indicate that your previous hourly rate of \$[Old Rate] was below the new mandated minimum wage of \$[New Rate]. Consequently, we have adjusted your base salary to meet this legal requirement, effective immediately.

In addition to the permanent increase in your hourly rate, you are entitled to a retroactive pay adjustment for the period beginning on [Start Date of Underpayment] and ending on [End Date of Underpayment].

The details of your retroactive payment are as follows:

- **New Hourly Rate:** \$[New Rate]
- **Total Retroactive Hours Worked:** [Number of Hours]
- **Total Gross Retroactive Amount:** \$[Total Amount]

This one-time retroactive payment will be included in your paycheck scheduled for [Pay Date], subject to standard tax withholdings and deductions.

We value your contributions to [Company Name] and are committed to ensuring all employees are compensated fairly and in accordance with the law. If you have any questions regarding this adjustment, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Name of Sender]
[Title/Position]
[Company Name]