

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

**Subject: Notification of Minimum Wage Alignment**

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your current compensation. To ensure our company remains compliant with [Local/State/Federal] labor laws and to maintain a competitive position in the market, we are aligning all staff wages with the new minimum wage requirements.

Effective as of [Effective Date], your new hourly rate of pay will be **[\$[New Amount]]**. This change will be reflected in your paycheck issued on [Pay Date].

Please note that all other terms and conditions of your employment remain unchanged. This adjustment is part of our commitment to fair compensation and the continued success of our team.

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

Thank you for your hard work and dedication to [Company Name].

Sincerely,

[Name of Manager/HR Representative]  
[Title]  
[Company Name]