

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Salary Adjustment - Legislative Minimum Wage Increase

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your compensation. Effective [Date], the government has mandated an increase to the statutory minimum wage.

To comply with these new legislative requirements, your hourly rate of pay/salary will be modified as follows:

- **Current Rate:** [Amount] per [Hour/Month]
- **New Rate:** [Amount] per [Hour/Month]
- **Effective Date:** [Date]

This adjustment will be reflected in your paycheck issued on [Date]. All other terms and conditions of your employment contract remain unchanged.

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 [Company Name].

Sincerely,

[Name]

[Title]

[Company Name]