

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Compensation Adjustment

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your hourly rate of pay. This change is being made to align your compensation with the updated minimum wage requirements.

Effective [Effective Date], your pay rate will be increased as follows:

- Current Rate: \$[Old Rate] per hour
- New Rate: \$[New Rate] per hour

This adjustment will be reflected in your paycheck dated [Pay Date]. All other terms and conditions of your employment remain the same.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]