

**DEPARTMENT OF LABOR**

[Wage and Hour Division Address]  
[City, State, Zip Code]

**DATE:** [Insert Date]

**TO:** [Employer Name / Business Name]  
[Business Address]  
[City, State, Zip Code]

**RE: NOTICE OF MINIMUM WAGE COMPLIANCE AND POSTING  
REQUIREMENTS**

Dear Employer,

This letter serves as an official notice regarding your obligations under the Fair Labor Standards Act (FLSA) and applicable State Labor Laws concerning minimum wage requirements.

Effective **[Insert Date]**, the minimum wage for all non-exempt employees in your jurisdiction is **[\$[Insert Amount]** per hour. As an employer, you are legally required to ensure that all employees are compensated at a rate no less than this mandated amount.

**Compliance Requirements:**

- **Wage Adjustments:** Ensure that all payroll systems are updated to reflect the current minimum wage.
- **Overtime Pay:** Compensate non-exempt employees at a rate of one and one-half times their regular rate for all hours worked over 40 in a workweek.
- **Record Keeping:** Maintain accurate records of hours worked and wages paid for a minimum of three years.
- **Mandatory Posting:** You are required to display the "Federal Minimum Wage" poster (and applicable state posters) in a conspicuous place in all business locations where employees can easily read it.

Failure to comply with minimum wage regulations may result in the assessment of back wages, liquidated damages, and civil money penalties.

For further information, please visit our website at [Insert DOL Website] or contact the Wage and Hour Division at [Insert Phone Number].

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title]  
Department of Labor