[Current Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Role Reclassification and Salary Adjustment

Dear [Employee Name],

As part of a recent organizational review of job roles and responsibilities, we are writing to inform you that your position, [Current Job Title], has been reclassified to [New Job Title]. Along with this title change, your position is now classified as **Exempt** under the Fair Labor Standards Act (FLSA).

Due to this reclassification, your compensation has been adjusted. Effective [Effective Date], your new annual salary will be $[Amount]. This amount will be paid on a [Monthly/Bi-weekly] basis in the amount of $[Period Amount].

As an exempt employee, you are no longer eligible for overtime pay, and your compensation is based on the fulfillment of your professional duties regardless of the number of hours worked in a week.

All other terms and conditions of your employment, including your benefits eligibility and original hire date, remain unchanged. Please review, sign, and return a copy of this letter to the Human Resources department by [Deadline Date] to acknowledge these changes.

If you have any questions regarding this reclassification or your new compensation structure, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your continued contributions to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

I accept the reclassification of my role and the salary adjustment as outlined above.

Employee Signature: _____ Date: _____