[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Role Reclassification and Salary Adjustment

Dear [Employee Name],

This letter is to formally notify you that your position has been reclassified to a non-exempt status, effective [Effective Date]. This change is based on a recent review of your job responsibilities and departmental requirements.

As a result of this reclassification, your compensation has been adjusted. Your new hourly rate will be $[Amount] per hour. Your annual base salary will be $[Amount], based on a standard [Number] hour work week.

As a non-exempt employee, you are now eligible for overtime pay. You will be compensated at a rate of one and one-half (1.5) times your regular hourly rate for all hours worked in excess of [40] hours per work week. Please ensure that all overtime is pre-approved by your supervisor.

In accordance with this change, you are required to accurately record your daily working hours using [Name of Timekeeping System]. Your pay frequency will be [Weekly/Bi-weekly], with the first paycheck reflecting this change occurring on [Pay Date].

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to [HR Department/Contact Person] by [Deadline Date] to acknowledge your receipt of this notification.

If you have any questions regarding this adjustment or your new status, please contact [Name/Department].

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

I acknowledge that I have received and understood the details of my role reclassification and salary adjustment as outlined above.

_____

Employee Signature

_____

Date