

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Change in Overtime Eligibility and Job Status

Dear [Employee Name],

This letter is to formally notify you of a change regarding your employment classification and eligibility for overtime compensation. Following a recent review of job roles and requirements under the Fair Labor Standards Act (FLSA), your position has been reclassified.

Current Status: [Exempt / Non-Exempt]

New Status: [Exempt / Non-Exempt]

Effective Date: [Date]

Summary of Changes:

- **Overtime Eligibility:** Based on your new status as [Non-Exempt], you are now eligible to receive overtime pay at a rate of 1.5 times your regular hourly rate for all hours worked in excess of 40 hours per workweek.
- **Time Tracking:** You will now be required to accurately record and submit all hours worked daily using [System/Method].
- **Compensation:** Your [Annual Salary / Hourly Rate] will be [Amount]. [Mention if pay frequency changes].

Please note that all overtime must be pre-authorized by your supervisor before it is worked. If your status has changed to Exempt, you will no longer be eligible for overtime pay, but your base salary will remain guaranteed for any workweek in which you perform work.

If you have any questions regarding how this change impacts your benefits or daily procedures, please contact the Human Resources department at [Phone/Email].

Sincerely,

[Name]

[Title]

[Company Name]

Acknowledgment:

I acknowledge that I have received this notification and understand my new employment classification.

[Employee Signature]

[Date]