

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Reclassification to Non-Exempt Status

Dear [Employee Name],

This letter is to inform you that your position, [Job Title], has been reclassified from Exempt to Non-Exempt status, effective [Effective Date]. This change is being made to ensure compliance with [Federal/State] Fair Labor Standards Act (FLSA) regulations.

What this change means for you:

- **Overtime Eligibility:** As a non-exempt employee, you are now eligible to receive overtime pay at a rate of 1.5 times your regular hourly rate for all hours worked over 40 in a single workweek.
- **Time Tracking:** You are now required to record and submit all hours worked daily using [System Name/Timecards]. You must accurately record your start time, end time, and unpaid meal breaks.
- **Pay Frequency:** Your pay schedule will [remain the same / change to bi-weekly]. Your new calculated hourly rate will be \$[Rate].
- **Pre-Approval:** All overtime hours must be authorized by your supervisor in advance of the work being performed.

Your core job duties and benefits eligibility remain unchanged by this classification update. We will hold a brief meeting on [Date/Time] to review the time-tracking procedures and answer any questions you may have.

Please sign below to acknowledge receipt of this notification.

Sincerely,

[Manager or HR Representative Name]

[Title]

Acknowledgment:

I acknowledge that I have received this notification regarding my reclassification to non-exempt status.

Employee Signature

Date