

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Wage Adjustment and Change in FLSA Status

Dear [Employee Name],

This letter is to formally notify you of a change regarding your compensation and your status under the Fair Labor Standards Act (FLSA). These changes will be effective as of [Effective Date].

1. Change in FLSA Status

Your position has been reclassified from [Current Status: e.g., Exempt] to [New Status: e.g., Non-Exempt].

2. Wage Adjustment

In conjunction with this status change, your compensation has been adjusted as follows:

- Previous Compensation: [Amount] per [Year/Hour]
- New Compensation: [Amount] per [Year/Hour]

3. Impact of Status Change

As a [New Status] employee, you will now be required to record all hours worked using [Company Timekeeping System]. You will also be eligible for overtime pay at a rate of 1.5 times your regular hourly rate for any hours worked in excess of 40 hours per workweek, in accordance with federal and state law.

Please review these changes. If you have any questions regarding your new status, time-tracking requirements, or payroll schedule, please contact the Human Resources department at [Phone Number/Email].

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

Sincerely,

[Signature]
[Name of Sender]
[Title]

Acknowledgment:

I acknowledge that I have received this notice and understand the changes to my compensation and FLSA status.

Employee Signature

Date