

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Re: Notice of Employment Status Reclassification

Dear [Employee Name],

This letter is to formally notify you of a change regarding your employment classification with [Company Name].

In accordance with recent Department of Labor (DOL) guidance and the Fair Labor Standards Act (FLSA), we have conducted a comprehensive internal audit of our positions. Based on the duties and requirements of your role as [Job Title], your position has been reclassified from **[Current Status: e.g., Exempt]** to **[New Status: e.g., Non-Exempt]**, effective **[Effective Date]**.

What this means for you:

- **Overtime Eligibility:** As a [New Status] employee, you will now be 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 be required to accurately record and submit all hours worked through [Name of Timekeeping System/Method] starting on [Start Date].
- **Compensation:** Your annual salary will be converted to an hourly rate of \$[Hourly Rate] per hour. This change is intended to be cost-neutral based on your standard work schedule.
- **Benefits:** Your eligibility for company benefits [will remain unchanged / will be adjusted as follows: Describe changes].

This reclassification is a legal adjustment to ensure full compliance with federal labor regulations and does not reflect a change in your job responsibilities or your value to the organization.

Please sign below to acknowledge receipt of this notification and return it to Human Resources by [Deadline Date]. If you have any questions regarding this transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Name of Sender]

[Title]

Acknowledgment of Receipt:

I hereby acknowledge that I have received this notice regarding my status reclassification.

Employee Signature

Date