

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

[Date]

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

Subject: Notification of Change in Fair Labor Standards Act (FLSA) Status

Dear [Employee Name],

We are pleased to inform you that your position as [Job Title] has been reclassified from non-exempt to exempt status, effective [Effective Date].

This change is based on a review of your job duties and responsibilities in accordance with the Fair Labor Standards Act (FLSA). As an exempt employee, you will no longer be eligible for overtime pay, and you will no longer be required to record daily hours worked for payroll purposes.

In conjunction with this change in status, your compensation has been adjusted. Your new annual salary will be \$[Amount], which will be paid in [Monthly/Bi-weekly] installments of \$[Amount], subject to standard payroll deductions.

All other terms and conditions of your employment, including your benefits eligibility and seniority, remain unchanged. Please review your updated job description and contact the Human Resources department if you have any questions regarding this transition.

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

Sincerely,

[Name of Manager/HR Representative]
[Title]

Acknowledgment:

I acknowledge that I have received this notification and understand the changes to my employment status and compensation.

[Employee Signature]

[Date]