

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Salary Restructuring and Exempt Status Confirmation

Dear [Employee Name],

This letter is to formally notify you of a restructuring regarding your compensation and employment classification, effective [Effective Date].

As part of a recent internal review of our compensation framework and in alignment with [Fair Labor Standards Act (FLSA) / Local Labor Laws], your position has been evaluated. We are pleased to confirm that your role of [Job Title] is classified as an **Exempt** position.

Restructured Compensation Details:

- **New Annual Base Salary:** \$[Amount]
- **Pay Frequency:** [Monthly / Bi-weekly]
- **Exempt Status:** As an exempt employee, you are paid a predetermined salary for any workweek in which you perform work. You are not eligible for overtime pay for hours worked in excess of 40 per week.

Your core duties, responsibilities, and reporting structure remain unchanged unless otherwise discussed. All other terms and conditions of your employment contract, including your benefits eligibility and seniority, remain in full force and effect.

Please review this document and return a signed copy to the Human Resources department by [Deadline Date] to acknowledge your receipt and understanding of these changes.

If you have any questions regarding this restructuring or your exempt status, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notification and understand the changes to my salary and my classification as an exempt employee.

Signature: _____ Date: _____