

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Annual Salary Adjustment and FLSA Status

Dear [Employee Name],

We are pleased to inform you that your annual compensation has been reviewed. Based on [performance/market adjustments/annual review], your salary will be adjusted effective [Date].

Salary Adjustment Details:

- Current Annual Salary: \$[Amount]
- New Annual Salary: \$[Amount]
- Percentage Increase: [Percentage]%

FLSA Classification Status:

In accordance with the Fair Labor Standards Act (FLSA) guidelines and your job responsibilities, your position is classified as follows:

Status: [Exempt / Non-Exempt]

[Include if Exempt: As an Exempt employee, you are not eligible for overtime pay and your salary is intended to cover all hours worked.]

[Include if Non-Exempt: As a Non-Exempt employee, you are eligible for overtime pay at a rate of 1.5 times your hourly rate for all hours worked over 40 in a workweek. Please ensure all hours are recorded accurately.]

All other terms and conditions of your employment remain unchanged. We appreciate your continued contributions to [Company Name].

Sincerely,

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

Employee Acknowledgment:

I acknowledge receipt of this notification regarding my salary adjustment and FLSA status.

Signature

Date