

[Date]

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

Subject: Notification of Change in Employment Status

Dear [Employee Name],

We are pleased to inform you that your employment status with [Company Name] will be converted from hourly (non-exempt) to salaried (exempt) effective [Effective Date].

Position and Classification:

Your job title will remain [Job Title]. As an exempt employee, you will no longer be eligible for overtime pay under the Fair Labor Standards Act (FLSA). Your compensation is intended to cover all hours worked during the workweek.

Compensation:

Your new annual salary will be \$[Amount], which will be paid in [Monthly/Bi-weekly] installments of \$[Amount], subject to standard payroll deductions and withholdings.

Benefits:

[Optional: Mention any changes to PTO accrual or benefit eligibility, or state "Your current benefits package remains unchanged."]

Time Tracking:

While you are no longer required to track hours for overtime purposes, you may still be required to record your attendance or time off for administrative and tracking purposes as per company policy.

Please sign and return a copy of this letter to [Department Name/Person] by [Date] to acknowledge your acceptance of these changes.

Sincerely,

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

Acknowledgment:

I accept the change in my employment status as outlined above.

Signature: _____ Date: _____