

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Company Address]

RE: Fair Labor Standards Act (FLSA) Exemption Status Opinion - [Employee Name/Job Title]

Dear [Recipient Name],

This letter provides a formal opinion regarding the classification of the [Job Title] position held by [Employee Name] under the Fair Labor Standards Act (FLSA). Based on the job description and duties provided, it is our opinion that this position qualifies for the **Learned Professional Exemption**.

I. Salary Basis Test

The employee is compensated on a salary basis at a rate of no less than \$[Amount] per week, which exceeds the current minimum threshold required by Department of Labor (DOL) regulations.

II. Primary Duties Test

The employee's primary duty consists of the performance of work requiring advanced knowledge in the field of [Specific Field, e.g., Engineering, Law, Medicine]. This work is predominantly intellectual in character and requires the consistent exercise of discretion and judgment.

III. Advanced Learning Requirement

The advanced knowledge required for this position is in a field of science or learning and was acquired through a prolonged course of specialized intellectual instruction. The position requires a minimum of a [Degree Type, e.g., Master's Degree or Professional License] in [Specific Academic Discipline] as a prerequisite for entry into the field.

Conclusion

Because the position meets the salary basis, intellectual duty, and specialized education requirements, the employee should be classified as **Exempt** from the minimum wage and overtime provisions of the FLSA.

Sincerely,

[Your Name/Signature]

[Your Title]

[Date Signed]