

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

RE: Notice of Fair Labor Standards Act (FLSA) Exemption Status

Dear [Employee Name],

This letter serves to formally notify you of your employment classification in the position of **Operations Manager** at [Law Firm Name]. Based on your job duties and compensation, your position is classified as **Exempt** under the Executive Exemption criteria of the Fair Labor Standards Act (FLSA).

Your role meets the requirements for this exemption based on the following criteria:

- **Salary Basis:** You are compensated on a salary basis at a rate not less than the current federal and state minimum requirements for exempt employees.
- **Primary Duty:** Your primary duty is the management of the firm's daily operations, business processes, and administrative departments.
- **Supervision:** You customarily and regularly direct the work of at least two or more other full-time employees or their equivalent (e.g., legal assistants, administrative staff, or clerks).
- **Authority:** You possess the authority to hire or fire employees, or your suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees are given particular weight.

As an exempt executive employee, you are not eligible for overtime pay for hours worked in excess of 40 per workweek. You are expected to manage your schedule to fulfill the responsibilities of your position.

Please sign below to acknowledge receipt of this notification and your understanding of your exempt status.

Sincerely,

[Name of Managing Partner]

[Title]

[Law Firm Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand my classification as an Exempt Executive employee.

Signature: _____ Date: _____