

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Re: Notice of Exempt Status - [Job Title]**

Dear [Employee Name],

This letter serves to formally notify you of your employment classification with [Company Name]. Based on a review of your job duties and compensation, your position as [Job Title] has been classified as **Exempt** from the minimum wage and overtime requirements of both the federal Fair Labor Standards Act (FLSA) and [State Name] Wage and Hour Laws.

**Basis for Exemption:**

Under [State Statute/Regulation Citation], your position qualifies for the [Administrative / Professional / Executive / Computer] exemption based on the following criteria:

- **Salary Basis Test:** You are paid a predetermined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed.
- **Salary Level Test:** Your salary meets or exceeds the minimum threshold of \$[Amount] per week required by [State Name] law.
- **Duties Test:** Your primary duties involve [Briefly describe primary exempt duties, e.g., the exercise of discretion and independent judgment regarding matters of significance / management of a recognized department].

**Impact of Classification:**

As an exempt employee, you are not eligible for overtime pay for hours worked in excess of 40 hours per workweek (or [State Specific Daily Limit, if applicable]). You are expected to work the hours necessary to fulfill the responsibilities of your position. You are still required to record your absences (e.g., vacation, sick leave) in accordance with company policy.

Please sign below to acknowledge that you have received this notification and understand your classification status.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

**Acknowledgment:**

I acknowledge that I have received this letter and understand my status as an exempt employee under state and federal law.

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[Employee Signature]

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[Date]