

Dear [Employee Name],

I am pleased to inform you that your hourly pay rate will be adjusted for the upcoming fiscal year, effective [Date].

Your new hourly rate will be \$[Amount] per hour. This change reflects our appreciation for your hard work and continued contributions to [Company Name].

You will see this adjustment reflected in your paycheck on [Pay Date]. All other terms and conditions of your employment remain the same.

Thank you for your commitment to the team. If you have any questions regarding this change, please contact [Department/Name].

Best regards,

[Your Name]
[Your Title]
[Company Name]