

Minimum Wage Increase Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that as part of our commitment to providing fair compensation and in compliance with the current labor laws, we will be increasing your minimum wage. This change will take effect on [Insert Effective Date].

Your new hourly rate will be [Insert New Wage] beginning on the effective date mentioned above.

We appreciate your hard work and dedication to our organization. If you have any questions regarding this increase, please do not hesitate to reach out.

Thank you for your continued contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]