

# Minimum Wage Policy Update

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an important update to our minimum wage policy, which will take effect on [Effective Date].

As part of our commitment to ensuring fair and competitive wages for all employees, we have reviewed our compensation structure and have decided to increase the minimum wage to [New Minimum Wage]. This change reflects our dedication to supporting our employees and is in line with local regulations.

Please find below a summary of the key details:

- **Current Minimum Wage:** [Current Minimum Wage]
- **New Minimum Wage:** [New Minimum Wage]
- **Effective Date:** [Effective Date]

We understand that this change may raise questions or concerns, and we encourage you to reach out to your manager or our HR department for any clarifications or support you may need.

Thank you for your hard work and dedication to our organization.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]