

# Minimum Wage Rate Change Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about an upcoming change to the minimum wage rate that will affect your employment with [Company Name]. As of [Effective Date], the minimum wage will increase to [New Minimum Wage Amount] per hour.

This adjustment is made in accordance with state/federal regulations to ensure that all employees are compensated fairly for their work. We value your contributions to our team and want to ensure that you are informed about this change.

If you have any questions or concerns regarding this change, please feel free to reach out to [Contact Person/HR Department] at [Contact Information].

Thank you for your continued hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]