

Letter of Acknowledgement for Hourly Wage Change

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge the change in your hourly wage. Effective [insert effective date], your new hourly wage will be [insert new wage]. This adjustment reflects your contributions and dedication to [Company Name].

Please sign and return a copy of this letter to confirm your understanding and acceptance of this change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]