*Sample Employee Communication*

*Please Customize for Your Organization*

Date

Name

Address

Address

Dear Name,

I am pleased to inform you that effective (insert date) your salary will be increased to a weekly/bi-weekly/hourly rate of $X. This annualizes to an equivalent of $X, minus any customary federal and state taxes, as well as any applicable payroll and benefits deductions.

[OPTIONAL, AS NEEDED]

In addition, the following will outline our plan to increase your salary in increments to an appropriate level for your position and functional responsibilities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Increase %** | **Increase $** | **New Salary** |
|  | % | $ | $ |
|  | % | $ | $ |
|  | % | $ | $ |

We appreciate your ongoing dedication to the continuing development and growth of the organization.

[OPTIONAL, AS NEEDED]

Finally, once your salary reaches or exceeds a weekly rate of $684 ($35,568 annually), your position will be re-classified as exempt. As a result, you will no longer be required to record your hours worked as you will be paid on a salary basis. You will also no longer be eligible for overtime pay. [Add sentence regarding any change in benefits eligibility due to FLSA status, if applicable.]

[INCLUDE IF FORMER SALARY IS REINSTATED FULLY]

If you are currently receiving partial unemployment benefits resulting from your initial salary reduction, it will be your responsibility to notify the state department to close your unemployment claim immediately. Follow the State Department of Unemployment Assistance guidelines to stop unemployment.

[INCLUDE IF FORMER SALARY IS BEING REINSTATED OVER TIME]

If you are currently receiving partial unemployment benefits resulting from your initial salary reduction, it will be your responsibility to notify the state department of unemployment regarding your increased wages, so that they may accurately calculate any unemployment benefits you continue to be eligible to receive.

Please note that this change in compensation does not alter your at-will status. Because the Company is an at-will employer, it means that either of us can terminate our employment arrangement at any time and for any reason or no reason.

Thank you for your ongoing contributions. If you have any questions, please contact me at XXX-XXX-XXXX.

Sincerely,

Name

Title

Company