**June 1, 2025**

**Jordan Jones**

**123 Main Street**

**Anytown, Maryland 00000**

**Subject: Update in Hourly Wage**

Dear Mx. Jones:

This letter is to inform you of an adjustment to your current hourly wage. **Effective July 1, 2025** your hourly rate will be as follows:

Personal Supports: $30.00 per hour

Community Development Services: $32.45 per hour

Personal Supports - Holiday Pay: $32.18 per hour

Respectfully,

Alex Smith

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