**[Date, before June 8, 2025]**

**[Employee Name]**

**[Employee Address]**

**Subject: Update in Hourly Wage**

Dear [Name of Employee]:

This letter is to inform you of an adjustment to your current hourly wage. **Effective [date of change, on or before July 1, 2025]** your hourly rate will be as follows:

[Waiver Service]: $[new rate]

[Waiver Service]: $[new rate]

[Waiver Service - Holiday Pay]: $[new rate].

[Waiver Service - Holiday Pay]: $[new rate].

Respectfully,

[Employer Name]