

NATIONAL MINIMUM WAGE RATE CHANGE LETTER

Dear *(name of employee)*,

I am writing to advise you that on 1 October *(year)*, the national minimum wage (NMW) rates [were/will be] increased by the Government. As you are paid in accordance with the NMW, this means that your hourly rate of pay [will rise/rose], with effect from your next pay reference period which begins on or after 1 October *(year)*, from £*(old NMW hourly rate)* to £*(new NMW hourly rate)*.

You will see this change reflected in your [next/*(month)*] pay slip.

OR

According to our personnel records, your birthday [is/was] on *(date)* and you [will be/are now] *(number)* years old. You receive the national minimum wage (NMW) rate and this must be paid according to a worker's age. On reaching the age of *(number)*, you automatically [move/moved] into the next NMW band. This means that your hourly rate of pay [will increase/increased] from £*(previous NMW hourly rate)* to £*(new NMW hourly rate)* with effect from your birthday.

OR

[I am writing to inform you that your hourly rate of pay is being increased from *(1 April 2017/your next pay reference period)* to take into account the statutory national living wage. Your new rate of pay will be £*(7.50/insert an alternative figure)* per hour.] OR [I am writing to inform you that from *(insert date)*, your 25th birthday, your hourly rate of pay will be increased to take into account the statutory national living wage. Your new rate of pay will be £*(7.50/insert an alternative figure)* per hour.]

You will see this change reflected in your [next/*(month)*] pay slip.

If you have any questions regarding this NMW/NLW pay increase, please contact *(name)*.

Yours sincerely,

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For and on behalf of the Company

Need friendly advice right now or more information? No problem. We'll take care of it. Contact us on 0345 351 0073 or elxtr@lhs-solicitors.com

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