

[Print on Company Letterhead] [Insert Address]

<<Name>>
<<Address>>
<<Address>>
<<Address>>

Dear <<Insert Title & Name>>

I am writing to advise you that, effective from <<insert date of
worker's birthday>> your current hourly rate>> to <<insert new
current hourly rate>>. This is because you will move to the
National Minimum Wage band in respect of the

[EITHER when worker reaches age 18]

The youth rate of the national minimum wage (covering workers
who are aged between 16 and 17) is <<insert government set
rate>> per hour. The main rate of the national minimum wage
(covering workers aged 18 and over) is <<insert government set
rate>> per hour. This letter is to advise you that, as of <<insert date of
worker's birthday>>.

Your pay increase will be <<insert amount>> per hour. [Enclosed is a summarized pay statement.]

[OR when worker reaches age 21]

The young workers' rate of the national minimum wage (covering
workers who are aged 16 and 17) is <<insert government set rate>>
per hour. The youth rate of the national minimum wage, which
covers workers who are aged 18 and 20, is <<insert government set
rate>> per hour. This letter is to advise you that, as of <<insert date of
worker's birthday>>.

Your pay increase will be <<insert amount>> per hour. [Enclosed is a summarized pay statement.]

.

S

If you have any question
H.R. Manager>>.

<<state job title e.g. the

Yours sincerely,

A

<<Name & Title>>

For and on behalf of

M

P

L

E