

[Print on Company Letterhead] [Insert Address]

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

Dear <<Insert Title & Name>>

I am writing to advise you that, from <<state date e.g. 1st October 2014>> your rate of pay will increase from <<state old hourly rate>> to <<state new hourly rate>> in line with the increase in the National Minimum Wage with effect from <<state date e.g. 1st October 2014>>.

[As of <<state date e.g. 1st October 2014>> the rate of the national minimum wage (covering workers who are not employed in agriculture, fishing and aquaculture) has increased from <<state e.g. £6.31 per hour>> to £6.50 per hour>>.]

OR

[As of <<state date e.g. 1st October 2014>> the rate of the national minimum wage (covering workers who are not employed in agriculture, fishing and aquaculture) has increased from <<state e.g. £5.03 to £5.13 per hour>> to <<state e.g. £5.28 to £5.38 per hour>>.]

Your pay increase will be shown on your next payslip/statement.

If you have any questions, please contact <<state name and title e.g. the H.R. Manager>>.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company Name>>