Please note that this letter is intended for general informational purposes only and may not be applicable to all employees or employment situations. Employers should tailor the content to reflect their specific circumstances and seek professional advice if necessary to ensure compliance with relevant employment laws and regulations.

Instructions are highlighted in blue & must be delete before use. Information to be inserted / updated is highlighted in [yellow]. Ensure the [ ] square brackets are deleted before use.

Contact **EMPWR Solutions** at info@empwrsolutions.au if you have any questions or require advice or drafting of other correspondence.

Insert Logo // Cut & Paste below content into a new email to send to employee

30 June 2024

[Employee Name] [Surname]

[Position]

**By email** | [insert email address]

Dear [Employee Name],

**Your Remuneration**

We hope this letter finds you well. We are writing to inform you about the recent changes announced by the Fair Work Commission (FWC) regarding the national minimum wage and award wages. As part of their Annual Wage Review Decision on 3 June 2024, the FWC has mandated a 3.75% increase in the national minimum wage and award wages. This increase will take effect from the first full pay period on or after 1 July 2024. The purpose of this letter is to inform you of the impact of this decision on your remuneration.

Additionally, please be aware that the Superannuation Guarantee rate will increase from 11% to 11.5% on 1 July 2024. This change is part of the government’s ongoing effort to enhance retirement savings for Australian workers, ensuring better financial security in your retirement years.

Optional Clauses Depending on how Employee is paid. Delete instruction before use. Delete options that are not applicable.

Option 1. Use for employees paid the Award minimum or slightly above the award rate. Delete instruction before use. Delete option if not applicable. As you are currently paid at or slightly above the award minimum wage, your wage rate will increase in line with the FWC percentage increase. This means your new wage rate will reflect the 3.75% increase starting from the first full pay period on or after 1 July 2024. Here at Insert Company Name, this means your remuneration will increase from the pay period [ending // beginning] [insert date].

Option 2. Use for employees paid significantly above the Award Minimum. Delete instruction before use. Delete option if not applicable. Since your wage rate is set significantly above the award minimum, you will not receive a wage increase at this time. The excess amount you currently earn above the award rate will be used to absorb the mandated increase. We understand that this might be disappointing, and we want to acknowledge your hard work and commitment. Your efforts are greatly appreciated and do not go unnoticed.

Option 3. Use for employees paid a composite rate or pay or annual salary. Delete instruction before use. Delete option if not applicable. As you are paid [a composite rate of pay // annual salary], we will be adjusting your rate of pay accordingly to ensure it aligns with the new wage standards. You will see this adjustment reflected in your pay from the first full pay period on or after 1 July 2024.

Optional Clause. Use if employee’s classification level or pay point is changing. Delete instruction before use. Delete option if not applicable. Based on the terms of the modern award, your [classification level // pay point] will progress as per the scheduled increments. This progression is part of the structured advancement within your role, ensuring fair compensation for your skills and experience.

We want to take this opportunity to thank you for your hard work and dedication. Your efforts are a vital part of our success, and we are committed to ensuring that your contributions are recognized and valued.

If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out to [who? your Manager // our HR department].

Thank you once again for your continued efforts and commitment.

Best regards,

**Insert Company Name**

[Your Name]

[Your Position]