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Employee Email Communication Template

National Minimum Wage

To:

Subject: Update: Changes to National Minimum Wage

Dear [Employee's Name],

We are writing to inform you of changes to the National Minimum Wage (NMW) effective from [effective date], as part of recent legislative updates.

KEY DETAILS:

New Rates:

- National Minimum Wage: £[updated amount] per hour
- National Living Wage (for employees aged 21+): £[updated amount] per hour

Implementation:

- The updated rates will be reflected in your [April 2025] pay.

The employee handbook has been updated to include these changes. Please refer to it for additional information or contact [HR Contact/Email/Phone] if you have any questions.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

Disclaimer: This resource is not a substitute for legal advice. This material is for informational purposes only.