[Your firm name and logo]

[Employer legal name]
Doing business as: [DBA names, or none]
Main office: [Physical address] | Mailing address: [if different]
Phone: [Employer phone]
[Date given]
To: [Employee full name]
Re: Notice of pay rate and payday at hiring

Dear [Employee first name],

Pay rate
Your rate of pay is $[amount] per [hour / shift / day / week / salary period / piece / commission basis].

Overtime (optional)
Your regular hourly rate is $[amount] and your overtime rate is $[amount] per hour.

Allowances (optional)
We claim the following allowances as part of the minimum wage: [tip credit $[amount] / meals $[amount] / lodging $[amount] / none].

Payday
You will be paid [weekly / every other week / twice a month], and your regular payday is [day].

Primary language
You told us your primary language is [language]. This notice is given in English and in [language]. [No state template exists in your primary language, so this notice is in English only.]

Employee acknowledgment
I received this pay notice on the date below, in English and in my primary language, [language]. I confirm that I identified [language] as my primary language. Signature: _____ Printed name: [Employee full name] Date: [date]

Prepared by:

_____
[Your name]
[Title]
[Employer legal name]