July 1, 2024

«FIRST\_NAME» «LAST\_NAME»

«ADDRESS»

«ADDRESS\_2»

Dear «FIRST\_NAME»,

This notice serves to advise you, effective June 16, 2024, your annual salary in this position, which is classified as exempt under the Fair Labor Standards Act, will be $«SALARY» annually and you will continue to be paid in bi-weekly payments as long as you remain an Archdiocesan employee. Thank you for your commitment to serve in this very important role which supports the mission of the Archdiocese of Washington and the Central Pastoral Administration/Parish/School.

With Every Blessing,

|  |  |
| --- | --- |
| Insert Pastor Name | Insert Principal or Superintendent Name as Appropriate |
| Insert Title | Insert Title |
|  |  |

cc: Employee Personnel File

ACN:g-052024