**When to use this model national minimum wage letter**

Use this model letter to advise a worker that their pay is increasing because of a rise in the rate of the national minimum wage on 1 April 2021.

Letter wording

[Employer’s name]  
[address]  
[town]  
[postcode]  
[Date]

[PA name]  
[address]  
[town]  
[Recipient's postcode]

Dear

I am writing to notify you that your rate of pay is being increased to take account of the rise in the national minimum wage from 1 April 2020.

**Option 1 - worker aged 25 and over**

From 1 April 2020, the rate of the national minimum wage for workers who are aged 25 and over (national living wage) is increasing. This means that, from [the start date of the first pay reference period beginning on or after 1 April 2020, your pay will increase from **£ to £8.91 per hour.**

Your pay increase will be reflected in your itemised pay statement. Your pay continues to be subject to the usual deductions for tax and national insurance.

If you have any queries on your pay increase or would like further information on the national minimum wage, please contact [name of employer].

**Option 2 - worker aged 21 to 24**

From 1 April 2019, the rate of the national minimum wage for workers who are aged 21 to 24 is increasing. This means that, from [the start date of the first pay reference period beginning on or after 1 April 2020, your pay will increase from **£ to £8.36 per hour**.

Your pay increase will be reflected in your wage slip. Your pay continues to be subject to the usual deductions for tax and national insurance.

If you have any queries on your pay increase or would like further information on the national minimum wage, please contact [name of employer]

**Option 3 - worker aged 18 to 20**

From 1 April 2019, the rate of the national minimum wage for workers who are aged 18 to 20 is increasing. This means that, from [the start date of the first pay reference period beginning on or after 1 April 2020, your pay will increase from **£ to £6.56 per hour.**

Your pay increase will be reflected in your itemised pay statement. Your pay continues to be subject to the usual deductions for tax and national insurance.

If you have any queries on your pay increase or would like further information on the national minimum wage, please contact [name of employer].

Your Sincerely

Name of Employer [ ]