

[Company Name]
[Address Line 1]
[Address Line 2]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Shift Differential Pay Adjustment

Dear [Employee Name],

This letter is to formally notify you of a change to your compensation regarding shift differential pay. Based on your current assignment to the [Name of Shift, e.g., Second/Night] shift, you are eligible for additional compensation above your base hourly rate.

Effective [Effective Date], your shift differential pay will be adjusted as follows:

- **Current Base Rate:** \$[Amount] per hour
- **New Shift Differential Rate:** \$[Amount] per hour
- **Total Hourly Rate:** \$[Total Amount] per hour

This differential is applied specifically to hours worked during the designated [Name of Shift] shift. Please note that if your schedule changes to a shift that does not qualify for differential pay, your compensation will revert to your standard base rate.

The updated rate will be reflected in your paycheck issued on [Pay Date].

If you have any questions regarding this adjustment, please contact the Human Resources department at [Phone Number/Email].

Thank you for your hard work and continued dedication to [Company Name].

Sincerely,

[Name]
[Title]
[Company Name]