

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Weekend Shift Differential Pay Rate Change

Dear [Employee Name],

This letter is to formally notify you of a change to the weekend shift differential pay rate. This adjustment is part of our periodic review of compensation structures to ensure alignment with industry standards and operational requirements.

Effective as of [Effective Date], the weekend shift differential for hours worked between [Start Time, e.g., Friday 11:00 PM] and [End Time, e.g., Sunday 11:00 PM] will change as follows:

- Current Rate: [Old Rate, e.g., \$2.00] per hour
- New Rate: [New Rate, e.g., \$3.00] per hour

This new rate will be reflected in your paycheck issued on [Date of First Paycheck with New Rate]. All other terms and conditions of your employment and base salary remain unchanged.

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

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

Sincerely,

[Name of Manager or HR Representative]

[Title]

[Company Name]