

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Temporary Shift Differential Pay Adjustment

Dear [Employee Name],

This letter is to formally notify you of a temporary adjustment to your compensation due to a change in your assigned work shift. This adjustment is in accordance with company policy regarding shift differential pay.

Details of the Adjustment:

- **Reason for Adjustment:** [e.g., Temporary assignment to Night Shift / Coverage for project X]
- **Effective Start Date:** [Date]
- **Expected End Date:** [Date]
- **Assigned Shift Hours:** [e.g., 11:00 PM to 7:00 AM]
- **Shift Differential Rate:** \$[Amount] per [hour/pay period]

The shift differential is an additional premium paid on top of your base hourly rate. Please note that this pay adjustment is temporary. Once you return to your regular schedule or the temporary assignment concludes, your compensation will revert to your standard base rate without the differential.

All other terms and conditions of your employment remain unchanged. If you have any questions regarding this temporary adjustment or your schedule, please contact [Manager Name] or the Human Resources department.

Thank you for your flexibility and continued contributions to the team.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]