

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Annual Shift Differential Pay Increase

Dear [Employee Name],

We are writing to inform you of an adjustment to your compensation regarding your shift differential pay. Following our annual compensation review, the company has decided to increase the shift premium for your scheduled work hours.

Effective as of [Effective Date], your shift differential rate will change as follows:

- **Current Shift Differential:** \$[Current Amount] per hour
- **New Shift Differential:** \$[New Amount] per hour

This increase will be reflected in your paycheck issued on [Pay Date]. Your base hourly rate remains [Base Rate], and this differential will be applied to all eligible hours worked during the [Name of Shift, e.g., Night/Weekend] shift.

We appreciate your continued dedication and the flexibility you demonstrate by working these essential hours. Your contributions are vital to the success of our operations.

If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Manager Name]
[Title]
[Company Name]