

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notification of Schedule Transfer and Shift Differential Pay Adjustment

Dear [Employee Name],

This letter is to formally confirm your schedule transfer effective as of [Effective Date]. As discussed, your new working hours will be [Start Time] to [End Time], [Days of Week].

Due to this change in your assigned shift, your compensation regarding shift differential pay will be adjusted as follows:

- **Previous Shift:** [Old Shift Name/Hours]
- **Previous Differential Rate:** \$[Amount] per hour
- **New Shift:** [New Shift Name/Hours]
- **New Differential Rate:** \$[Amount] per hour

Your base hourly rate of \$[Base Rate] remains unchanged. The new total hourly rate, including the adjusted shift differential, will be \$[Total Rate]. This adjustment will be reflected in your paycheck dated [Pay Date].

If you have any questions regarding this change or how it impacts your payroll, please contact the Human Resources department at [Phone Number/Email].

Thank you for your continued contributions to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]