

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Overtime Shift Differential Pay Adjustment

Dear [Employee Name],

This letter is to formally notify you of an adjustment regarding your compensation for overtime hours worked during shifts that qualify for differential pay.

Upon review of our payroll records for the period of [Start Date] to [End Date], it was identified that the shift differential rate was not correctly applied to your overtime calculations. As a result, an adjustment has been processed to ensure you are compensated at the correct rate of pay.

Adjustment Details:

- **Total Overtime Hours Affected:** [Number of Hours]
- **Corrected Differential Rate:** \$[Amount] per hour
- **Total Gross Adjustment Amount:** \$[Total Amount]

This adjustment will be included in your upcoming paycheck dated [Pay Date]. Please note that this payment is subject to standard tax withholdings and deductions.

We apologize for any inconvenience this oversight may have caused. We appreciate your hard work and commitment to [Company Name].

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

Sincerely,

[Sender Name]

[Title]

[Company Name]