

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Promotion and Shift Differential Pay Adjustment

Dear [Employee Name],

Congratulations on your promotion to the position of **[Insert New Job Title]**, effective **[Insert Effective Date]**. This promotion is a reflection of your hard work and dedication to the team.

With this new role, your compensation has been adjusted to reflect your new responsibilities and your assigned shift schedule. Your new compensation structure is as follows:

- **New Base Salary/Hourly Rate:** \$[Amount] per [Hour/Year]
- **Shift Differential Rate:** \$[Amount] per hour
- **Assigned Shift:** [Insert Shift Name, e.g., Night Shift]
- **Total Effective Pay:** \$[Amount] (including differential)

The shift differential pay will remain in effect as long as you are actively working the **[Insert Shift Name]**. Please note that if your shift schedule changes in the future, your shift differential pay may be adjusted or removed accordingly.

All other terms and conditions of your employment remain the same. We appreciate your continued contributions to [Company Name].

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acknowledgment:

I accept the promotion and the pay adjustment terms as outlined above.

Signature: _____ Date: _____