

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Holiday Shift Differential Pay Adjustment**

Dear [Employee Name],

This letter is to inform you that a shift differential pay adjustment has been applied to your compensation for the holiday worked on [Date of Holiday].

In accordance with company policy, employees working during designated holiday hours are eligible for a differential rate. Your pay for this period has been adjusted as follows:

- **Holiday Worked:** [Holiday Name]
- **Total Holiday Hours Worked:** [Number of Hours]
- **Standard Hourly Rate:** \$[Amount]
- **Holiday Differential Rate:** \$[Amount] per hour
- **Total Adjustment Amount:** \$[Total Amount]

This adjustment will be reflected in your paycheck issued on [Pay Date].

Thank you for your hard work and for providing essential coverage during the holiday period. If you have any questions regarding this adjustment, please contact the Payroll Department or Human Resources.

Sincerely,

[Your Name]

[Your Title]

[Company Name]