

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Policy Update Regarding Shift Differential Pay Adjustment**

Dear [Employee Name],

This letter is to formally notify you of an update to our company policy regarding shift differential pay. Following a recent review of our compensation structures, we are adjusting the premium rates for scheduled shifts outside of standard business hours.

**Summary of Changes:**

- **Effective Date:** [Date]
- **Current Shift Differential Rate:** \$[Amount] per hour
- **New Shift Differential Rate:** \$[Amount] per hour
- **Applicable Shifts:** [List specific shifts, e.g., Second Shift, Overnight, Weekends]

The new rate will be applied to all eligible hours worked starting from the effective date mentioned above. You will see this adjustment reflected in your paycheck dated [Date].

All other terms and conditions of your employment remain unchanged. We appreciate your continued dedication and the flexibility you provide by working these essential shifts.

If you have any questions regarding how this adjustment affects your specific compensation, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]