

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notification of Seasonal Shift Differential Pay Adjustment

Dear [Employee Name],

This letter is to formally notify you of a temporary adjustment to your compensation due to the upcoming seasonal peak period. To ensure adequate coverage during our busiest season, the company is implementing a Seasonal Shift Differential.

Adjustment Details:

- **Effective Start Date:** [Start Date]
- **Effective End Date:** [End Date]
- **Eligible Shift:** [Shift Name/Hours]
- **Differential Rate:** An additional \$[Amount] per hour

This differential will be applied to all qualifying hours worked during the period specified above. Please note that this is a temporary increase and your base hourly rate remains [Base Rate]. Once the seasonal period concludes on [End Date], your pay will revert to your standard base rate without the differential.

All other terms and conditions of your employment remain unchanged. We appreciate your hard work and flexibility during this high-demand season.

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

Sincerely,

[Signature]
[Name of Sender]
[Title]