

[Company Name]  
[Department]  
[Date]

[Employee Name]  
[Employee ID]  
[Position Title]

**Subject: Notice of Hazard Pay Addition**

Dear [Employee Name],

This letter serves as formal notification that you have been approved to receive hazard pay in addition to your regular base salary. This adjustment is being made in recognition of the increased risks and hazardous conditions associated with your current work environment or specific job duties regarding [Reason for Hazard Pay, e.g., Chemical Exposure / Frontline Service].

The details of your hazard pay are as follows:

- **Effective Date:** [Start Date]
- **Rate of Hazard Pay:** \$[Amount] per [Hour/Pay Period]
- **Frequency:** Included in your regular [Bi-weekly/Monthly] paycheck.
- **Duration:** [Specify if it is permanent or for a temporary period ending on Date].

Please note that this premium pay is subject to standard tax withholdings and deductions. This addition does not change your underlying employment status or other benefits provided by the company.

We appreciate your continued dedication and commitment to maintaining operations under these challenging circumstances.

Sincerely,

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