

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Temporary Hazard Pay

Dear [Employee Name],

This letter is to formally notify you that you will receive a temporary hazard pay addition to your compensation. This adjustment is in recognition of your work performed under [mention specific conditions, e.g., emergency response/hazardous environment] during the period of [Start Date] to [End Date].

Details of the Hazard Pay:

- **Rate:** [Amount, e.g., \$2.00 per hour / Flat bonus of \$500]
- **Effective Date:** [Date]
- **Anticipated End Date:** [Date]

Please note that this is a temporary addition to your base pay and does not constitute a permanent salary increase. This pay is subject to standard payroll taxes and withholdings. The company reserves the right to extend, modify, or terminate this temporary pay based on changing conditions.

Thank you for your continued dedication and hard work during this time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]