

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Discontinuation of Temporary Hazard Pay

Dear [Employee Name],

This letter is to formally notify you that the temporary hazard pay premium currently added to your compensation will be discontinued effective [Date].

The temporary hazard pay was implemented on [Start Date] due to the specific risks associated with [Reason, e.g., the COVID-19 pandemic / specific project conditions]. As the conditions justifying this additional compensation have now changed, the company is returning to its standard base pay structure.

Your final paycheck including the hazard pay premium will be issued on [Date]. Following this, your hourly rate/salary will revert to your standard rate of [Standard Amount] per [Hour/Year]. All other benefits and terms of your employment remain unchanged.

We appreciate your dedication and hard work during this challenging period. If you have any questions regarding this change, please contact the Human Resources department.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]