

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Position:** [Insert Job Title]

**Subject: Notification of Emergency Hazard Pay**

Dear [Employee Name],

Due to the current [Type of Emergency, e.g., Public Health Crisis/Natural Disaster], [Company Name] recognizes the increased risks and challenges you are facing in the performance of your duties. We deeply appreciate your commitment to maintaining essential operations during this time.

In recognition of these extraordinary circumstances, you have been approved to receive Emergency Hazard Pay. Please find the details of this compensation below:

- **Effective Start Date:** [Insert Date]
- **Pay Rate:** [Insert Amount, e.g., \$2.00 per hour / Flat Bonus of \$X]
- **Pay Frequency:** [e.g., Included in bi-weekly paycheck]
- **Duration:** This pay will remain in effect until [End Date] or until the emergency declaration is lifted by management.

This hazard pay is a temporary addition to your base salary and does not constitute a permanent change to your compensation structure. All other terms and conditions of your employment remains the same.

Thank you for your hard work and dedication to the safety and success of our organization.

Sincerely,

[Name of Sender]

[Title]

[Company Name]