

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Conditional Hazard Pay

Dear [Employee Name],

This letter is to formally notify you that you are eligible to receive conditional hazard pay in addition to your base salary. This pay is being provided in recognition of the specific high-risk conditions associated with your current work assignment regarding [Brief Description of Project/Condition].

Terms of Hazard Pay:

- **Rate:** You will receive an additional [Amount/Percentage] per [Hour/Pay Period].
- **Effective Date:** This addition will take effect on [Start Date].
- **Conditions:** This pay is strictly conditional and is only applicable while you are actively performing [Specific Duties] or while the workplace remains under [Specific Status/Hazard Level].

Please be advised that this is not a permanent increase in your base salary. This hazard pay will automatically cease when the aforementioned conditions are no longer present or your assignment to the high-risk area ends, effective [Expected End Date, if known, or "upon notice"].

All other terms and conditions of your employment contract remain unchanged. We thank you for your continued dedication and commitment during this time.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Acknowledgment:

I, [Employee Name], acknowledge that I have read and understand the conditions of this temporary pay addition.

Signature: _____ Date: _____