

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Job Title]

Subject: Notice of Role-Specific Hazard Pay Addition

Dear [Employee Name],

This letter serves as formal notification that your current role has been designated as eligible for Hazard Pay. This addition is in recognition of the specific environmental conditions and inherent risks associated with your duties as a [Job Title].

Details of Hazard Pay:

- **Effective Date:** [Date]
- **Hazard Pay Amount:** \$[Amount] per [Hour/Pay Period]
- **Reason for Designation:** [Brief description of hazard, e.g., exposure to hazardous materials, high-risk site work, etc.]

This payment is an additional premium and does not change your base salary. This hazard pay will remain in effect as long as you are actively performing the specific duties associated with these risks or until further notice from management.

Please note that all standard payroll taxes and withholdings will apply to this additional compensation. If you have any questions regarding this adjustment, please contact the Human Resources department.

Thank you for your continued dedication and for the vital work you perform for [Company Name].

Sincerely,

[Name of Authorized Official]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the terms of the hazard pay addition.

Signature: _____ Date: _____