

[Company Name]  
[Department]  
[Date]

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

**Subject: Approval of Weekend Shift Differential Pay**

Dear [Employee Name],

This letter is to officially notify you that your request for Weekend Shift Differential Pay has been approved.

As per our company policy, you are eligible for additional compensation for hours worked during designated weekend shifts. The details of your differential pay are as follows:

- **Effective Date:** [Start Date]
- **Differential Rate:** [Amount per hour or Percentage]
- **Applicable Shifts:** [e.g., Saturday 12:00 AM to Sunday 11:59 PM]

This premium pay will be applied to your regular hourly rate for all qualifying weekend hours. This adjustment will be reflected in your upcoming pay cycle dated [Pay Date].

Please note that this differential pay only applies to actual hours worked during the specified weekend timeframe and does not apply to paid time off (PTO), sick leave, or holidays not worked.

If you have any questions regarding your payroll or this adjustment, please contact the Human Resources department.

Thank you for your continued hard work and commitment to the team.

Sincerely,

[Manager Signature]  
[Manager Name]  
[Title]