

[Company Name]
[Department]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notification of Holiday Shift Differential Bonus

Dear [Employee Name],

Thank you for your hard work and dedication during the recent holiday season. We recognize that working during these times requires extra commitment, and we appreciate your contribution to maintaining our operations.

This letter is to inform you that you have earned a Holiday Shift Differential Bonus for your shifts worked on the following dates:

- [Holiday Name/Date]: [Number of Hours]
- [Holiday Name/Date]: [Number of Hours]

Payment Details:

- **Differential Rate:** [Rate, e.g., 1.5x hourly or \$X.XX per hour]
- **Total Bonus Amount:** \$[Amount]
- **Pay Date:** [Date]

This bonus will be included in your upcoming paycheck as a separate line item labeled "Holiday Differential." Please note that this payment is subject to standard payroll tax withholdings.

If you have any questions regarding this calculation, please contact the Payroll Department at [Phone Number/Email].

Once again, thank you for your service and professionalism.

Best regards,

[Sender Name]
[Sender Title]