

**Date:** [Insert Date]

**To:** All Employees

**From:** [Insert Name/Department]

**Subject:** Update to Shift Differential Bonus Policy

Dear Team,

This letter is to inform you of an update to our Shift Differential Bonus Policy, effective as of [Insert Effective Date].

To remain competitive and recognize the commitment of those working non-standard hours, we have adjusted the bonus rates for the following shifts:

- **Evening Shift:** [Insert New Rate/Percentage]
- **Night Shift:** [Insert New Rate/Percentage]
- **Weekend Shift:** [Insert New Rate/Percentage]

**Eligibility:**

These rates apply to all [Insert Job Classifications, e.g., hourly/clinical] staff members who work during the designated hours defined in the employee handbook. The bonus will be calculated based on [Insert Calculation Method, e.g., actual hours worked during the shift].

**Next Steps:**

You will see these changes reflected in your paycheck starting on [Insert Pay Date]. No action is required on your part to receive this update.

Please review the updated policy document attached or available on the company portal. If you have any questions regarding how these changes affect your specific compensation, please contact the Human Resources department at [Insert Contact Info].

Thank you for your hard work and dedication to the team.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Company Name]