

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Shift Differential Bonus Award

Dear [Employee Name],

We are pleased to inform you that you have been awarded a shift differential bonus for your work during the period of [Start Date] to [End Date].

This bonus is provided in recognition of your scheduled hours worked during the [Evening/Night/Weekend] shift. Your commitment to maintaining operations during these hours is greatly appreciated by the company.

Award Details:

- **Bonus Amount:** \$[Amount]
- **Pay Period:** [Date]
- **Shift Type:** [Type of Shift]

This payment will be included in your paycheck on [Payment Date] and is subject to applicable tax withholdings.

Thank you for your hard work and continued dedication to [Company Name].

Sincerely,

[Manager Name]

[Title]

[Company Name]