

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Notification of Temporary Shift Differential Bonus Assignment**

Dear [Employee Name],

This letter serves as official notification that you have been assigned to a shift that qualifies for a temporary shift differential bonus. This adjustment is being made due to [Reason for Assignment, e.g., seasonal peak, specific project, or temporary department coverage].

**Assignment Details:**

- **Effective Start Date:** [Start Date]
- **Anticipated End Date:** [End Date]
- **Assigned Shift:** [e.g., Night Shift / Weekend Shift]
- **Differential Rate:** \$[Amount] per [hour/shift]

The shift differential bonus will be added to your base hourly rate only for the hours actually worked during the specified shift. This bonus is temporary and does not constitute a permanent change to your base salary or employment contract. The differential will automatically cease at the end of the assignment period or if you are reassigned to a standard shift.

All other terms and conditions of your employment remain unchanged. Please contact [Department/Name] at [Phone Number/Email] if you have any questions regarding this temporary adjustment.

Thank you for your flexibility and continued contributions to [Company Name].

Sincerely,

[Manager Name]  
[Title]  
[Company Name]

**Acknowledgment:**

I acknowledge that I have read and understand the terms of this temporary shift differential assignment.

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Employee Signature

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Date