

[Date]

To: All Eligible Employees

From: [Name/Department]

Subject: Announcement of Shift Differential Bonus Eligibility

Dear Team,

We are pleased to announce that [Company Name] is implementing a Shift Differential Bonus program to recognize and compensate employees working outside of standard business hours.

Eligibility Criteria:

To be eligible for this differential pay, employees must be assigned to and work the following shifts:

- [Shift Name, e.g., Second Shift]: [Hours, e.g., 3:00 PM - 11:00 PM]
- [Shift Name, e.g., Night Shift]: [Hours, e.g., 11:00 PM - 7:00 AM]
- [Weekend Shifts, if applicable]

Bonus Details:

Eligible employees will receive an additional \$[Amount] per hour in addition to their base hourly rate for all hours worked during the shifts listed above.

Effective Date:

This policy will go into effect starting [Date]. The bonus will be reflected in the pay period ending [Date].

We appreciate your continued dedication and the essential role you play in our 24-hour operations. If you have any questions regarding your eligibility or how this will appear on your pay stub, please contact the Human Resources department.

Sincerely,

[Name]

[Title]

[Company Name]