

[Company Name]
[Department Name]
[Date]

[Employee Name]
[Employee ID]
[Mailing Address]

Subject: Notice of Retroactive Shift Differential Adjustment

Dear [Employee Name],

This letter is to inform you that a review of your payroll records has identified an underpayment regarding your shift differential bonus for the period of [Start Date] to [End Date].

The adjustment is due to: [Insert Reason, e.g., administrative error, late processing of shift schedule change, or updated pay rate].

The details of your retroactive payment are as follows:

- Total Eligible Hours: [Number of Hours]
- Applicable Differential Rate: \$[Amount] per hour
- Total Gross Retroactive Amount: \$[Total Amount]

This gross amount will be included in your paycheck scheduled for [Pay Date]. Please note that this payment is subject to standard tax withholdings and applicable deductions.

We apologize for this oversight and appreciate your hard work and dedication to the team. If you have any questions regarding this adjustment, please contact the Payroll Department at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]