

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Annual Shift Differential Bonus Review

Dear [Employee Name],

This letter is to formally notify you of the results of your annual shift differential bonus review for the fiscal year [Year].

As part of our commitment to recognizing the contributions of employees working non-standard hours, we have reviewed your hours worked during eligible shifts, including [evening/night/weekend] rotations.

Based on your performance and the total number of eligible hours worked, you have been awarded a shift differential bonus in the amount of **[\$Amount]**. This payment is a reflection of your dedication to maintaining operations during critical time periods.

Payment Details:

- **Review Period:** [Start Date] to [End Date]
- **Bonus Amount:** **[\$Amount]** (Gross)
- **Payment Date:** [Date]

The bonus will be included in your upcoming paycheck and is subject to applicable supplemental tax withholdings. Your base salary and other benefits remain unchanged by this review.

Thank you for your hard work and for your continued flexibility in supporting our team's schedule requirements.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]