

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department Name]

Subject: Notice of Hazardous Duty Shift Differential Bonus

Dear [Employee Name],

This letter is to formally notify you that you have been granted a Hazardous Duty Shift Differential Bonus for your work performed during the period of [Start Date] to [End Date].

This bonus is being awarded in recognition of the additional risks and environmental conditions associated with your specific shift assignments. The details of the differential are as follows:

- **Qualifying Shift:** [Insert Shift Name/Time]
- **Differential Rate:** \$[Amount] per [Hour/Shift]
- **Total Bonus Amount:** \$[Total Amount]

The total bonus amount will be included in your paycheck dated [Insert Pay Date]. Please note that this payment is subject to standard payroll tax withholdings.

We appreciate your dedication to maintaining safety standards while performing these essential duties. If you have any questions regarding this payment, please contact the Payroll Department or Human Resources.

Sincerely,

[Your Name]

[Your Title]

[Company Name]