

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acknowledgment of Evening Shift Differential Bonus

Dear [Employee Name],

This letter serves as formal notification regarding your eligibility for the Evening Shift Differential Bonus. This bonus is provided in recognition of your assigned schedule during the evening shift hours.

Bonus Details:

- **Effective Date:** [Start Date]
- **Shift Hours:** [Start Time] to [End Time]
- **Differential Rate:** [Amount or Percentage] per hour
- **Payment Frequency:** [e.g., Included in bi-weekly payroll]

Please note that this differential pay is specific to the hours worked during the designated evening shift. Should your schedule change to a different shift or if you transition to a role that does not qualify for differential pay, this bonus will be adjusted or discontinued accordingly.

Thank you for your hard work and your continued commitment to our evening operations.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notification and understand the terms of the Evening Shift Differential Bonus.

Signature: _____ Date: _____