

**Date:** [Insert Date]

**To:** [Candidate Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: EMERGENCY DEPLOYMENT NOTICE**

Dear [Candidate Name],

This letter serves as formal notification of your emergency deployment. Due to [Insert Reason for Emergency/Current Situation], you are required to report for duty at the following location:

**Deployment Location:** [Insert Facility Name/Address]

**Reporting Date:** [Insert Date]

**Reporting Time:** [Insert Time]

**Supervisor/Point of Contact:** [Insert Name and Phone Number]

**Deployment Details:**

- **Duration:** Estimated [Insert Number] days/weeks, subject to operational needs.
- **Shift Schedule:** [Insert Shift Hours, e.g., 12-hour rotating shifts].
- **Housing/Travel:** [Insert details regarding provided lodging or travel reimbursement].
- **Required Equipment:** Please bring [Insert required gear/PPE/ID].

**Compensation:**

Your base rate of pay remains [Insert Rate]. Additional emergency differentials or overtime will be applied according to [Insert Policy Name/Contract].

Please confirm receipt of this notice immediately by contacting [Insert Department/Phone Number].

Thank you for your immediate availability and commitment during this emergency response.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]