

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Surge Capacity Staffing Deployment

Dear [Employee Name],

Due to the current [Event/Emergency/Peak Demand] and the resulting need for surge capacity, this letter serves as formal notification of your temporary deployment to support critical operations.

Deployment Details:

- **Effective Date:** [Start Date]
- **Estimated Duration:** [End Date or "Until Further Notice"]
- **Deployment Department/Location:** [Department Name/Site Address]
- **New Reporting Supervisor:** [Supervisor Name and Contact Info]
- **Assigned Shift/Schedule:** [Shift Hours and Days]

Roles and Responsibilities:

During this deployment, your primary duties will include: [Brief description of tasks]. You will receive a specific orientation and any necessary safety training upon arrival at your new location.

Compensation and Benefits:

Your current rate of pay and benefits remain unchanged unless otherwise specified by [Policy Name/Union Agreement]. Any overtime worked must be pre-approved by your deployment supervisor.

Please report to [Specific Check-in Point] at [Time] on [Date]. If you have immediate concerns regarding this assignment, please contact your current manager or Human Resources at [Phone Number/Email] within [Number] hours.

Thank you for your flexibility and commitment to our team during this critical time.

Sincerely,

[Sender Name]

[Title]

[Organization Name]