

[Date]

[Surgical Technician Name]

[Address]

[City, State, Zip Code]

Dear [Surgical Technician Name],

This letter serves as formal confirmation of your assignment as a Surgical Technician at [Facility Name].

Assignment Details:

- **Facility:** [Hospital/Clinic Name]
- **Department:** [e.g., Main OR / Cardiac / Labor and Delivery]
- **Start Date:** [Start Date]
- **End Date:** [End Date, if applicable]
- **Shift:** [e.g., 07:00 AM - 03:30 PM]
- **Reporting Manager:** [Name and Title]

Key Responsibilities:

- Preparation of the operating room and sterile field.
- Maintaining sterile technique throughout surgical procedures.
- Assisting surgical teams by passing instruments and supplies.
- Post-operative cleanup and instrument processing.

Please ensure you bring your current certifications (CST/BLS) and government-issued identification on your first day. You are expected to report to [Specific Location/Human Resources] at [Arrival Time] for orientation.

We look forward to your contribution to our surgical team. If you have any questions, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]