

Date: [Insert Date]

Worker Name: [Insert Worker Name]

Employee ID: [Insert ID Number]

Subject: Construction Site Shift Placement Confirmation

Dear [Worker Name],

This letter confirms your placement for the upcoming construction project. Please find your assignment details below:

- **Project Name:** [Insert Project Name]
- **Site Location:** [Insert Full Address/Site Office Number]
- **Position:** [Insert Job Title/Trade]
- **Start Date:** [Insert Date]
- **Shift Schedule:** [Insert Shift Type, e.g., Day/Night]
- **Shift Hours:** [Insert Start Time] to [Insert End Time]
- **Reporting Supervisor:** [Insert Supervisor Name]

Site Requirements:

- Full Personal Protective Equipment (PPE) is mandatory (Hard hat, high-vis vest, steel-toe boots, and safety glasses).
- You must carry your valid [Insert Name of Certification/Safety Card] at all times.
- Please report to the site office 15 minutes prior to your shift for the daily safety briefing.

If you have any questions or are unable to attend your shift, please contact [Insert Contact Name] at [Insert Phone Number] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]