

[Company Name]
[Department Name]
[Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

Subject: Notification of Shift Placement

Dear [Employee Name],

This letter is to formally notify you of your shift assignment within the [Facility Name] logistics operations. Based on operational requirements and freight volume demands, your schedule has been set as follows:

Shift Designation: [e.g., Night Shift / Swing Shift / Weekend Rotation]

Effective Date: [Start Date]

Work Days: [e.g., Monday to Friday / Sunday to Thursday]

Hours: [Start Time] to [End Time]

Reporting Supervisor: [Supervisor Name]

Your duties will include [list primary tasks, e.g., freight loading, inventory sorting, or dispatch coordination]. Please ensure you are at your designated station and clocked in five minutes prior to the start of your shift.

Any requests for shift swaps or time off must be submitted through the [Management System/Form] at least [Number] days in advance, subject to approval based on warehouse coverage needs.

Please sign below to acknowledge receipt of this placement and return it to the HR department by [Date].

Sincerely,

[Sender Name]
[Sender Title]

Employee Acknowledgment:

I acknowledge that I have received my shift placement and understand the schedule requirements.

Signature: _____ Date: _____