

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Confirmation of Night Shift Warehouse Worker Placement

Dear [Employee Name],

We are pleased to confirm your placement as a Night Shift Warehouse Worker at [Company Name]. Please find the details of your assignment below:

Start Date: [Insert Start Date]

Reporting Time: [Insert Time, e.g., 10:00 PM]

Shift Schedule: [Insert Days, e.g., Monday to Friday]

Location: [Insert Warehouse Address/Dock Number]

Supervisor: [Insert Supervisor Name]

Your primary responsibilities will include loading and unloading shipments, organizing inventory, and maintaining a safe work environment according to our night-shift safety protocols.

On your first night, please bring your valid photo ID and ensure you are wearing required safety gear (steel-toed boots). You will undergo a brief safety orientation and site tour upon arrival.

If you have any questions before your start date, please contact the HR department at [Phone Number] or [Email Address].

We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]