

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Confirmation of On-Call Shift Placement

Dear [Employee Name],

This letter is to formally confirm your placement for the following on-call shift(s):

- **Job Site/Location:** [Insert Site Name/Address]
- **Start Date:** [Insert Date]
- **Shift Start Time:** [Insert Time]
- **Estimated Duration:** [Insert Expected Hours/Days]
- **Reporting Supervisor:** [Insert Name of Supervisor]

Required Equipment and Safety Gear:

You are required to bring and wear the following Personal Protective Equipment (PPE):
[List items, e.g., Steel-toe boots, High-visibility vest, Hard hat]

Position Duties:

Your duties for this shift will include: [Insert brief description of tasks].

Check-in Procedures:

Upon arrival at the site, please report to [Insert specific area, e.g., Security Gate/Main Office] to sign in. If you encounter any delays or are unable to attend, you must contact [Insert Phone Number] at least [Insert Number] hours before the shift begins.

Please acknowledge receipt of this confirmation by replying to this message or calling [Insert Phone Number].

Regards,

[Your Name]

[Your Title]

[Company Name]