

head>

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Confirmation of Permanent Placement

Dear [Employee Name],

We are pleased to confirm your appointment as a permanent **[Job Title]** at [Company Name], effective **[Start Date]**.

Your shift schedule and placement details are as follows:

- **Department:** [Department Name]
- **Shift Rotation:** [e.g., 4 Days On / 4 Days Off, or Rotating Days/Nights]
- **Standard Hours:** [e.g., 06:00 to 18:00]
- **Reporting Supervisor:** [Supervisor Name]
- **Work Location:** [Site/Plant Address]

Your hourly rate of pay will be **\$(Amount)**, plus applicable shift differentials for night or weekend work as outlined in the employee handbook. As a permanent employee, you are now eligible for company benefits, including [list key benefits like health insurance, retirement plans, and paid time off].

Please report to [Location] at [Time] on your first day for safety orientation and to collect your personal protective equipment (PPE). You are required to wear [list required gear, e.g., steel-toed boots] at all times while on site.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you as a permanent member of the team.

Sincerely,

[Sender Name]
[Sender Title]

Employee Acceptance:

I accept the permanent placement and the shift terms described above.

Signature: _____ Date: _____