

Date: [Insert Date]

To: [Worker Name]

Employee ID: [Insert ID]

Subject: Confirmation of Rotating Shift Factory Placement

Dear [Worker Name],

This letter confirms your placement as a [Job Title] at [Factory/Department Name], effective [Start Date].

As discussed during your onboarding, this role requires working a rotating shift schedule. Your initial shift rotation will be as follows:

- **Shift Cycle:** [e.g., 4 Days On / 4 Days Off]
- **Shift Hours:** [e.g., Day Shift: 7:00 AM - 7:00 PM / Night Shift: 7:00 PM - 7:00 AM]
- **Rotation Frequency:** [e.g., Shifts rotate every 2 weeks]

Reporting Details:

- **Supervisor:** [Supervisor Name]
- **Reporting Location:** [Specific Station or Gate]
- **Required Gear:** [e.g., Steel-toed boots, High-visibility vest]

Please note that rotating shifts are a requirement of this position to ensure 24-hour factory operations. Schedules may be adjusted based on production demands, and you will be notified of any permanent changes in advance.

Please sign below to acknowledge your receipt of this schedule and your understanding of the rotating shift requirements.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____