

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Seasonal Placement and Shift Assignment

Dear [Employee Name],

We are pleased to confirm your seasonal placement with [Company Name] for the upcoming [Season Year] peak period.

Assignment Details:

- **Position:** [Job Title/Role]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Start Date:** [Date]
- **End Date:** [Estimated Date]

Shift Schedule:

Your assigned shift schedule is as follows:

- **Shift Name:** [e.g., Night Shift / Rotation B]
- **Working Days:** [e.g., Monday - Friday]
- **Hours:** [e.g., 6:00 AM to 2:30 PM]
- **Break Times:** [Insert Break Policy]

Reporting Instructions:

On your first day, please report to [Location/Gate Number] at [Time]. Ensure you are wearing the required Personal Protective Equipment (PPE), including [List required gear: e.g., steel-toe boots, high-visibility vest].

Please note that seasonal roles are subject to operational requirements. Shift times and end dates may be adjusted based on workload and production needs. You will be notified in advance of any major changes.

We look forward to having you on the team. If you have any questions regarding this placement, please contact the HR Department at [Phone Number].

Sincerely,

[Name]

[Title]

[Company Name]