

[Date]

[Worker Name]

[Worker Address]

[Worker Phone Number]

Subject: Shift Placement Confirmation

Dear [Worker Name],

This letter is to confirm your placement for the following position:

- **Job Title:** [Position Name]
- **Company/Site Name:** [Site Name]
- **Work Location:** [Full Address/Gate Number]
- **Start Date:** [Date]

Shift Schedule:

- **Shift Pattern:** [e.g., Mon-Fri / 4 On, 4 Off]
- **Start Time:** [Time]
- **End Time:** [Time]
- **Break Times:** [Duration/Schedule]

Reporting Instructions:

On your first day, please report to [Supervisor Name] at [Specific Entrance/Meeting Point].

Requirements & PPE:

You are required to wear the following Personal Protective Equipment (PPE) at all times:

- [e.g., Steel-toed boots]
- [e.g., High-visibility vest]
- [e.g., Hard hat / Safety glasses]

Important Contact Information:

If you are unable to make your shift or will be late, you must contact [Contact Name] at [Phone Number] at least [Number] hours before your start time.

We look forward to having you on the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]