

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Temporary Placement Notification

Dear [Employee Name],

This letter confirms your temporary placement as a [Job Title] at our [Location/Site Name] facility.

Placement Details:

- **Start Date:** [Insert Date]
- **Estimated End Date:** [Insert Date or "Ongoing"]
- **Shift Pattern:** [Insert Shift, e.g., Night Shift / 4-on-4-off]
- **Working Hours:** [Insert Start Time] to [Insert End Time]
- **Reporting Supervisor:** [Insert Supervisor Name]

Compensation and Safety:

- **Hourly Rate:** \$[Insert Amount] per hour
- **Shift Differential:** \$[Insert Amount, if applicable]
- **Required PPE:** [List items, e.g., Steel-toed boots, High-vis vest, Hard hat]

Please report to [Location Area, e.g., Security Gate/Loading Dock] at [Insert Time] on your first day for a safety briefing and site induction. You are required to follow all safety protocols and wear the mandated Personal Protective Equipment (PPE) at all times while on site.

If you have any questions regarding this assignment, please contact the HR Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]