

URGENT: SHIFT CONFIRMATION

Date: [Insert Date]

To: [Worker Name]

Worker ID: [Insert ID]

Subject: Urgent Shift Placement Confirmation - [Site/Project Name]

Dear [Worker Name],

This letter confirms your urgent placement for the following shift(s):

- **Role:** [Insert Job Title]
- **Start Date:** [Insert Date]
- **Start Time:** [Insert Time]
- **Location:** [Insert Full Address/Site Name]
- **Reporting To:** [Insert Supervisor Name]
- **Contact Number:** [Insert Phone Number]

Required Equipment (PPE):

Please ensure you arrive with the following gear: [e.g., Steel-toed boots, High-visibility vest, Hard hat, Gloves].

Instructions:

Upon arrival, please check in at [Insert Entry Point/Security Gate] and present your identification. Safety induction will begin promptly at [Insert Time].

If you are unable to attend this shift due to an emergency, you must contact [Insert Department/Name] immediately at [Insert Phone Number].

Thank you for your prompt availability.

Regards,

[Your Name]

[Your Title]

[Company Name]