

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Confirmation of Weekend Shift Placement

Dear [Employee Name],

This letter is to formally confirm your placement in the weekend shift for the position of [Job Title] at our [Location/Department] facility.

Please find your specific schedule details below:

- **Start Date:** [Date]
- **Shift Days:** [e.g., Saturday and Sunday]
- **Shift Hours:** [e.g., 6:00 AM to 6:00 PM]
- **Reporting Supervisor:** [Name of Supervisor]

Your compensation for this shift will be [Rate of Pay], which includes any applicable weekend shift differentials as per company policy. You are expected to follow all safety protocols and wear the required Personal Protective Equipment (PPE) at all times while on site.

Please sign and return a copy of this letter to the Human Resources department by [Date] to confirm your acceptance of this assignment.

We look forward to your contribution to the team.

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Employee Acknowledgment:

I accept the weekend shift placement as outlined above.

Signature: _____ Date: _____