

# Shift Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to confirm your shift assignment for the upcoming period. Please find the details of your schedule below:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Shifts: [Insert Shift Times and Days]

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your hard work and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]