

# Security Guard Assignment Brief

**Date:** [Insert Date]

**To:** [Security Guard Name]

**From:** [Your Name/Company Name]

**Subject:** Assignment Brief for [Location/Event]

## Assignment Details

You are assigned to provide security services at:

- **Location:** [Insert Location]
- **Date and Time:** [Insert Date and Time]
- **Shift Duration:** [Insert Shift Duration]

## Responsibilities

Your primary responsibilities during this assignment include:

1. Monitoring the entrance and exit points.
2. Conducting regular patrols of the premises.
3. Assisting in crowd control when necessary.
4. Reporting any suspicious activities immediately.

## Contact Information

Should you require assistance during your shift, please contact:

[Supervisor's Name]

**Phone:** [Insert Phone Number]

## Additional Notes

Please ensure that you adhere to all safety protocols and company policies during your assignment.

Thank you for your service and dedication.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company Name]