

Security Guard Duty Assignment Confirmation

Date: [Insert Date]

To: [Guard's Name]

From: [Your Company Name]

Subject: Duty Assignment Confirmation

Dear [Guard's Name],

This letter serves as confirmation of your assignment as a security guard for [Client/Location Name]. Please find the details of your assignment below:

- **Assignment Location:** [Location]
- **Shift Dates:** [Start Date] to [End Date]
- **Shift Timings:** [Start Time] to [End Time]
- **Supervisor:** [Supervisor's Name]

Please report to the location on the specified dates and times. Make sure to carry your identification and any required gear.

Thank you for your commitment to maintaining safety and security.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]