

On-Call Work Arrangement

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to outline the details of your on-call work arrangement effective from [start date] to [end date]. This arrangement is made to ensure that we have adequate coverage during [specify reason: e.g., peak hours, busy season].

On-Call Schedule:

- Days of Availability: [Specify days]
- On-Call Hours: [Specify hours]
- Response Time: [Specify time to respond]

As an on-call employee, you will be compensated as follows:

- Base Pay Rate: [Specify rate]
- Additional Pay for Hours Worked: [Specify rate]

Please confirm your acceptance of this arrangement by signing below and returning a copy to HR by [deadline]. If you have any questions or concerns, feel free to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Employee Signature: _____ Date: _____