

On-Call Work Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your on-call work schedule as follows:

- **On-Call Start Date:** [Insert Start Date]
- **On-Call End Date:** [Insert End Date]
- **Availability Hours:** [Insert Availability Hours]
- **Compensation Rate:** [Insert Rate]

Please ensure that you are reachable during your on-call hours. If you have any questions or concerns, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]