Temp assignment confirmation email

Send it as soon as the worker accepts the assignment, and no later than the day before the first shift. Follow with a text reminder the evening before or two hours before an early start.

MULTI-WEEK ASSIGNMENT

Subject: Confirmed: [Job Title] at [Client Name], starting [Start Date]

Hi [First Name],

You're confirmed for the assignment below. Please read it all the way through and reply YES to confirm.

Client: [Client Name]
Address: [Site Address] ([Entrance or Parking Instructions])
Report to: [Site Contact Name], [Site Contact Title], at [Report Time] on [Start Date]
Job: [Job Title], [brief duties, e.g. picking and packing orders with an RF scanner]
Schedule: [Days], [Shift Start] to [Shift End], [Break Details]
Expected length: [Assignment Length]
Pay: [Pay Rate] per hour, overtime at [Overtime Rate] after 40 hours in a workweek
Paid: [Pay Frequency], by [Payment Method]
Wear: [Dress Code, e.g. steel-toe boots, long pants, no loose jewelry]
Provided on site: [PPE Provided, e.g. safety vest, gloves, safety glasses]
Time tracking: [Clock-in Method]

If you're sick or running late, call [Agency Name] at [Office Phone] at least [Number] hours before your shift. Please don't only tell the site; we need to know so we can cover.

Good luck on day one.

[Recruiter Name]
[Agency Name], [Branch Name]
[Office Phone]

SINGLE SHIFT OR SHORT BOOKING

Subject: Shift booked: [Shift Date], [Shift Start] at [Client Name]

Hi [First Name],

Your shift is booked.

When: [Shift Date], [Shift Start] to [Shift End]
Where: [Site Address]
Ask for: [Site Contact Name]
Role: [Job Title]
Pay: [Pay Rate] per hour
Bring: [Items to Bring]

Can't make it? Call [Office Phone] right away so we can offer the shift to someone else.

[Recruiter Name], [Agency Name]

DAY-BEFORE REMINDER

Subject: Tomorrow: [Shift Start] at [Client Name]

Hi [First Name],

Quick reminder that you start at [Client Name] tomorrow, [Start Date].

- Arrive by [Report Time] at [Entrance or Parking Instructions]
- Ask for [Site Contact Name]
- Wear [Dress Code]
- Bring [Items to Bring]

Please reply YES so we know you're set. If something has come up, call us at [Office Phone] tonight.

[Recruiter Name]
[Agency Name]

CHANGE TO AN ASSIGNMENT

Subject: Update to your assignment at [Client Name]

Hi [First Name],

There's a change to your assignment at [Client Name], effective [Effective Date]:

Was: [Previous Detail, e.g. 6:00 a.m. to 2:30 p.m., Monday to Friday]
Now: [New Detail]

Everything else stays the same, including your pay rate of [Pay Rate].

Please reply to confirm you can work the new schedule, or call [Office Phone] if it doesn't work for you. We'll look for another assignment that fits.

[Recruiter Name]
[Agency Name]

SUBJECT LINE IDEAS

• Confirmed: [Job Title] at [Client Name], starting [Start Date]

• Shift booked: [Shift Date], [Shift Start] at [Client Name]

• Tomorrow: [Shift Start] at [Client Name]

• Your assignment details for [Start Date]

• Update to your assignment at [Client Name]

• Where to go on your first day at [Client Name]

• Please confirm: [Job Title] assignment

SMS / WHATSAPP VERSION

Hi [First Name], you're confirmed at [Client Name], [Site Address], [Start Date] at [Report Time]. Ask for [Site Contact Name]. Wear [Dress Code]. Pay [Pay Rate]/hr. Reply YES to confirm. Can't make it? Call [Office Phone]. - [Agency Name]

Placeholders to replace: [First Name], [Client Name], [Site Address], [Entrance or Parking Instructions], [Site Contact Name], [Site Contact Title], [Report Time], [Start Date], [Job Title], [Days], [Shift Start], [Shift End], [Shift Date], [Break Details], [Assignment Length], [Pay Rate], [Overtime Rate], [Pay Frequency], [Payment Method], [Dress Code], [PPE Provided], [Items to Bring], [Clock-in Method], [Recruiter Name], [Agency Name], [Branch Name], [Office Phone]