

[Your Organization's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Election Duty Appointment Letter

Dear [Employee's Name],

We are pleased to inform you that you have been appointed to perform election duty for the upcoming [specific election name, e.g., General Elections 2024] to be held on [date of election]. Your role will be [specific position, e.g., Polling Officer, Election Supervisor], and you will be responsible for [briefly describe responsibilities].

Details of your appointment are as follows:

- ****Position:**** [Position Title]
- ****Duties:**** [Brief description of duties]
- ****Election Date:**** [Election Date]
- ****Reporting Location:**** [Location to report on election day]
- ****Reporting Time:**** [Time to report]
- ****Training Session:**** [Details of any training sessions, if applicable]

Please ensure that you are available and prepared to fulfill your responsibilities. It is essential to carry your [any required identification/documents] during your duty.

Should you have any questions or require further information, feel free to contact [Contact Person's Name] at [Contact Number] or [Email Address].

Thank you for your cooperation and commitment to serving your community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]

[Signature]