

[Your Organization/Department Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Notification of Election Duty Shift

Dear [Employee's Name],

We are writing to inform you that you have been assigned to election duty as part of the upcoming [specific election name] scheduled on [election date]. Your shift details are as follows:

**\*\*Shift Information:\*\***

- **\*\*Date:\*\*** [Election Date]

- **\*\*Time:\*\*** [Start Time] to [End Time]

- **\*\*Location:\*\*** [Polling Station Name/Address]

Please arrive at least [X minutes] before your shift to receive briefings and equipment. It is crucial that you adhere to all guidelines provided for a smooth election process.

If you have any questions or require further information, please do not hesitate to contact [Contact Person's Name/Phone/Email].

Thank you for your commitment to serving your community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]