

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Guard's Name]

[Guard's Address]

[City, State, Zip Code]

Dear [Guard's Name],

Subject: Security Guard Assignment Notification

We are pleased to inform you of your assignment to [specific location, event, or project] as a Security Guard. Your assignment details are as follows:

- **\*\*Position\*\***: Security Guard
- **\*\*Location\*\***: [Location Name/Address]
- **\*\*Shift Duration\*\***: [Start Date] to [End Date]
- **\*\*Working Hours\*\***: [Start Time] to [End Time]
- **\*\*Reporting Instructions\*\***: Please report to [Supervisor's Name] at [Reporting Location]

As part of your role, you will be responsible for [briefly outline key responsibilities, e.g., monitoring premises, conducting patrols, ensuring safety protocols].

Please review the attached documents for further details regarding your responsibilities, uniform requirements, and safety protocols.

Should you have any questions or concerns regarding this assignment, feel free to reach out to us at [contact information].

Thank you for your continued dedication and professionalism.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Attachments: Duty Description, Uniform Policy, Safety Protocols]