

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer for Contract Placement

Dear [Candidate Name],

We are pleased to offer you a contract placement for the position of [Job Title] at [Client Name/Department]. We were impressed with your skills and believe you will be a valuable asset during this project.

The terms of your contract are as follows:

- **Contract Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Pay Rate:** \$[Amount] per [Hour/Day/Week]
- **Payment Schedule:** [e.g., Bi-weekly/Monthly]
- **Work Location:** [Remote / On-site Address]
- **Reporting Manager:** [Manager Name]

Please note that this is a contract position and does not establish a permanent employment relationship. This offer is contingent upon the successful completion of [e.g., background checks, drug screening, or reference checks].

To accept this offer, please sign and return this letter by [Deadline Date]. We will follow up with the formal contract agreement and onboarding paperwork once your acceptance is confirmed.

We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the contract placement offer as outlined above.

Signature: _____ Date: _____