

[Current Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Temporary Assignment Placement

Dear [Candidate Name],

We are pleased to confirm your temporary placement at [Client Company Name] for the position of [Job Title].

**Assignment Details:**

- **Start Date:** [Date]
- **Estimated End Date:** [Date]
- **Reporting Time:** [Time]
- **Reporting To:** [Supervisor Name]
- **Work Location:** [Full Address of Assignment]
- **Pay Rate:** \$[Amount] per hour

**Roles and Responsibilities:**

During this assignment, your primary duties will include [Brief Description of Tasks].

**Timesheet and Reporting:**

You are required to submit your signed timesheets every [Day of the week] by [Time] to ensure timely payment. Please report any absences or schedule changes to both [Staffing Agency Name] and your site supervisor immediately.

**Employment Status:**

Please note that you remain an employee of [Staffing Agency Name]. This is a temporary assignment and does not guarantee permanent employment with the client company.

Please sign and return a copy of this letter to acknowledge your acceptance of this assignment and the terms stated above.

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]

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**Acknowledgment:**

I, [Candidate Name], accept the temporary placement as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_