

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

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

# Job Placement Offer Letter

Dear [Candidate Name],

On behalf of [Agency Name], we are pleased to offer you a remote placement for the position of **[Job Title]** with our client, **[Client Name]**. We were impressed with your skills and believe you will be a valuable asset to their team.

The details of your placement are as follows:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Work Location:** Remote
- **Compensation:** \$[Amount] per [Hour/Month]
- **Reporting Manager:** [Manager Name]

## Remote Work Requirements:

As this is a fully remote position, you are expected to maintain a reliable internet connection and a secure workspace. You will be required to follow the client's communication protocols and core working hours of [Time Zone/Hours].

## Agency Relationship:

Please note that you will be employed by [Agency Name] and assigned to work with [Client Name]. Your payroll and administrative support will be handled directly by our agency.

This offer is contingent upon the successful completion of a background check and the signing of our standard Employment Agreement and Non-Disclosure Agreement (NDA).

To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Name of Sender]  
[Title]  
[Agency Name]

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**Acceptance:**

I, [Candidate Name], accept the remote job placement as outlined above.

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