

Date: [Date]

Candidate Name: [Candidate Name]

Candidate Address: [Candidate Address]

Subject: Offer of Remote Work Placement

Dear [Candidate Name],

We are pleased to offer you a remote work placement at [Company Name] in the position of [Job Title/Role]. This placement is scheduled to begin on [Start Date] and end on [End Date].

Terms of Placement:

- **Location:** This is a fully remote position. You will perform your duties from your home office or a location of your choosing with reliable internet access.
- **Supervision:** You will report to [Supervisor Name], [Supervisor Title].
- **Hours:** Your expected working hours are [Number] hours per week, following the schedule of [Time Zone/Specific Hours].
- **Compensation:** [Specify if paid or unpaid. If paid, include rate and frequency].
- **Equipment:** [Specify if the company provides equipment or if the student uses their own].

Responsibilities:

During your placement, your primary tasks will include:

[Task 1]

[Task 2]

[Task 3]

Confidentiality:

By accepting this offer, you agree to maintain the confidentiality of all proprietary information and data belonging to [Company Name] during and after your placement.

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date].

We look forward to having you join our remote team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of a remote work placement as described above.

Signature: _____ Date: _____