

[Date]

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

Subject: Virtual Assignment Placement Offer

Dear [Candidate Name],

We are pleased to offer you a virtual assignment as a [Job Title] with [Company Name]. Your skills and experience make you an excellent fit for this remote placement.

The details of your assignment are as follows:

- **Start Date:** [Date]
- **End Date:** [Date] (if applicable)
- **Reporting Manager:** [Manager Name]
- **Compensation:** [Amount] per [Hour/Month]
- **Working Hours:** [Standard Hours and Time Zone]

As this is a virtual placement, you will be expected to perform your duties from a remote location. You will be provided with access to the necessary digital tools and platforms required to complete your tasks. You are expected to maintain a reliable internet connection and adhere to the company's remote work and data security policies.

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

We look forward to having you join our virtual team.

Sincerely,

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

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**Acceptance:**

I, [Candidate Name], accept the virtual assignment offer as outlined above.

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