

Date: [Date]

Candidate Name: [Candidate Full Name]

Candidate ID/Reference: [ID Number]

Dear [Candidate Name],

We are pleased to offer you a contingent worker placement for the position of **[Job Title]** at **[Company Name]**. This assignment is being facilitated through **[Staffing Agency Name, if applicable]**.

Please find the details of your assignment below:

- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Ongoing]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Site Name/Remote/Address]
- **Shift/Schedule:** [Shift Details, e.g., Monday-Friday, 8am-5pm]
- **Pay Rate:** [Amount] per [Hour/Day]

Terms of Assignment:

This is a contingent (non-permanent) assignment. Your engagement is at-will, meaning either you or the company may terminate the assignment at any time, for any reason, with or without notice. This offer does not constitute a contract of permanent employment.

Requirements for Onboarding:

This offer is contingent upon the successful completion of the following:

- Background check and/or drug screening (if applicable).
- Verification of identity and right to work.
- Signing of the Non-Disclosure and Confidentiality Agreement.

Next Steps:

To accept this placement, please sign and return this letter by [Deadline Date]. Once received, you will be sent instructions regarding your first-day orientation and equipment collection.

We look forward to having you join our team.

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the contingent worker placement as outlined above.

Signature: _____ Date: _____