

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

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

**Subject: Offer for Remote Project Placement**

Dear [Candidate Name],

We are pleased to offer you a remote project placement at [Company Name] for the position of [Project Role/Title]. We were impressed with your skills and believe your contribution will be vital to the success of [Project Name].

**Placement Details:**

- **Project Name:** [Project Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date/Estimated Duration]
- **Reporting Manager:** [Manager Name/Title]
- **Location:** Remote (Home-based)

**Scope of Work:**

Your primary responsibilities will include [Briefly list 2-3 key tasks]. Detailed deliverables and milestones will be discussed during your onboarding session.

**Compensation:**

For the successful completion of this project, you will be paid a total fee of [Amount] [Currency]. Payment will be made according to the following schedule: [e.g., Monthly/Upon Completion/Milestone-based].

**Equipment and Access:**

As this is a remote placement, you are expected to use your own computer and high-speed internet connection. [Company Name] will provide access to necessary software, communication tools, and internal databases required for the project.

**Confidentiality:**

During this placement, you may have access to confidential information. By accepting this offer, you agree to maintain the confidentiality of all proprietary company data and sign the attached Non-Disclosure Agreement (NDA).

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

We look forward to working with you remotely.

Sincerely,

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

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**Acceptance:**

I accept the offer for the Remote Project Placement as outlined above.

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