

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

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

**Subject: Project Placement Offer Letter**

Dear [Candidate Name],

We are pleased to offer you a project placement at [Company Name] for the role of [Project Role/Title]. This offer is based on your application and subsequent interview for the [Project Name].

The details of your placement are as follows:

- **Start Date:** [Date]
- **End Date:** [Date] (Subject to project completion)
- **Reporting Manager:** [Manager Name]
- **Location:** [Office Location/Remote]
- **Stipend/Compensation:** [Amount] per [Month/Project]

Your primary responsibilities will include [List key tasks/deliverables]. During this period, you will be expected to adhere to all company policies, including confidentiality and data protection agreements.

Please note that this placement is for a specific project duration and does not guarantee permanent employment with the company upon completion.

To accept this offer, please sign and return a copy of this letter by [Deadline Date].

We look forward to having you on the team.

Sincerely,

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

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**Acceptance:**

I, [Candidate Name], accept the project placement offer as outlined above.

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

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