

[Your Company Name]  
[Your Address]  
[City, Postcode]  
[Date]

[Client Name]  
[Client Job Title]  
[Client Company Name]  
[Client Address]

Dear [Client Name],

Re: Provision of Interim Executive Services - [Candidate Name]

Following our recent discussion regarding your requirement for interim leadership within your [Department/Organization], I am pleased to formally introduce [Candidate Name] for the position of [Job Title].

As discussed, [Candidate Name] brings extensive experience in [Key Skill/Industry] and is available to commence the assignment on [Start Date]. We believe their expertise aligns perfectly with the objectives we outlined for this interim period.

Please find attached our standard Temporary Staffing Terms of Business for your review. These terms govern the placement and the professional relationship between [Your Company Name] and [Client Company Name].

Key points to note in the attached document include:

- Hourly/Daily rate for the assignment
- Payment terms and invoicing cycles
- Termination notice periods

Unless otherwise agreed in writing, your continued instruction of the candidate or the commencement of the assignment will be deemed as acceptance of these terms.

Please return a signed copy of the terms at your earliest convenience. If you have any questions regarding the candidate's profile or the attached documentation, please do not hesitate to contact me directly.

Yours sincerely,

[Your Name]  
[Your Title]  
[Your Phone Number]  
[Your Email Address]

Encl: Temporary Staffing Terms of Business