

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

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Contact Name],

Subject: Confirmation of Short-Term Assignment and Terms of Business

Following our recent discussion, I am pleased to confirm that we have identified a suitable candidate for your short-term requirement for a [Job Title].

As discussed, the assignment is scheduled to commence on [Start Date] and is expected to conclude on or around [End Date]. The agreed hourly/daily rate for this assignment is [Rate].

Please find enclosed our standard Temporary Staffing Terms of Business. These terms govern the provision of our temporary personnel and outline our mutual obligations regarding insurance, timesheets, and payment procedures.

We ask that you please review, sign, and return a copy of these terms to us before the assignment begins. If you have any questions regarding the documentation or the candidate, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for choosing [Your Company Name]. We look forward to supporting your team during this period.

Yours sincerely,

[Your Name]
[Your Title]

Enclosure: Temporary Staffing Terms of Business