

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

[Recipient Name]
[Recipient Job Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Confirmation of Verbal Agreement - Temporary Staffing Terms of Business

Dear [Recipient Name],

I am writing to formally confirm our verbal agreement reached on [Date] regarding the provision of temporary staffing services by [Company Name] to [Client Company Name].

As discussed, the following key terms were agreed upon:

- **Services:** [Company Name] will provide temporary personnel to meet your staffing requirements as requested.
- **Fees/Rates:** The agreed hourly/daily markup or flat rate is [Amount/Percentage].
- **Payment Terms:** Invoices are to be settled within [Number] days of the invoice date.
- **Commencement Date:** These terms are effective as of [Date].

I have attached our full Terms of Business document to this letter. Please review, sign, and return a copy for our records. Please note that by engaging our temporary staff or accepting a candidate introduction, you are deemed to have accepted these terms as per our conversation.

We look forward to a successful partnership and assisting you with your staffing needs.

Yours sincerely,

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