

[Agency Letterhead/Logo]

[Date]

[Client Name]

[Client Company]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Contract-to-Hire Placement - [Candidate Name]

Dear [Hiring Manager Name],

This letter serves as official confirmation regarding the contract-to-hire placement of **[Candidate Name]** for the position of **[Job Title]** at **[Client Company]**.

The placement details are as follows:

- **Start Date:** [Date]
- **Hourly Bill Rate:** \$[Amount]
- **Contract Duration:** [Number of months/hours] prior to eligibility for permanent hire.
- **Conversion Fee:** [Details regarding fee upon permanent hire, if applicable].
- **Reporting Manager:** [Manager Name]

During the contract period, [Candidate Name] will be an employee of [Agency Name]. We will be responsible for all payroll, tax withholdings, and administrative requirements. We will submit invoices on a [Weekly/Bi-weekly] basis for the hours worked.

Please acknowledge your acceptance of these terms by signing below and returning a copy to our office.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Accepted By:

Signature: _____

Name: _____

Date: _____