

[Current Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Placement - [Candidate Name]

Dear [Client Contact Name],

This letter serves to confirm the placement of **[Candidate Name]** for the position of **[Job Title]** starting on **[Start Date]**.

1. Billable Rate Details:

The agreed-upon billable rate for this assignment is **[\$Amount]** per hour. This rate is inclusive of all payroll taxes, insurance, and administrative fees. Invoices will be submitted [Weekly/Bi-Weekly] based on approved timesheets.

2. Contract-to-Hire Terms:

This placement is a contract-to-hire arrangement. The candidate will remain on our payroll for a minimum period of **[Number of Hours or Months]**. After this period, you have the option to convert the candidate to a permanent employee of [Client Company Name].

3. Conversion Fee:

Upon the successful conversion of the candidate to a permanent role, a one-time conversion fee of **[Amount or Percentage]** will apply, as per our signed Master Services Agreement.

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

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

Signature: _____

Name: [Client Representative Name]

Date: _____