

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Assignment Details for Contract-to-Hire Placement

Dear [Candidate Name],

We are pleased to confirm your assignment with [Client Company Name] for the position of [Job Title]. This is a contract-to-hire position, meaning there is an intent for the client to evaluate your performance for potential permanent employment after a trial period.

Assignment Details:

- **Client Company:** [Client Company Name]
- **Work Location:** [Street Address / Remote]
- **Start Date:** [Start Date]
- **Anticipated Contract Duration:** [Number of Months/Weeks]
- **Pay Rate:** \$[Amount] per [Hour/Week]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Days and Hours]

Terms of Assignment:

During the contract period, you will be an employee of [Staffing Agency Name]. Your payroll, taxes, and benefits (if applicable) will be managed by us. Please ensure your timesheets are submitted by [Day of week/Time] each week for processing.

Conversion to Permanent Status:

Conversion to a permanent role is at the sole discretion of [Client Company Name] and is based on your performance, attendance, and the company's business needs. This assignment does not guarantee a permanent offer of employment.

Please sign below to acknowledge your acceptance of this assignment and the terms outlined above.

Sincerely,

[Sender Name]
[Title]
[Staffing Agency Name]

Candidate Acknowledgment:

I accept the assignment as described above.

Signature: _____ Date: _____