

[Date]

[Client Name]  
[Client Title]  
[Company Name]  
[Company Address]

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

Dear [Client Name],

This letter serves to confirm the placement of **[Candidate Name]** for the position of **[Job Title]** on a contract-to-hire basis, effective **[Start Date]**.

**Assignment Details:**

- **Contract Duration:** [Number] months/weeks prior to eligibility for permanent hire.
- **Bill Rate:** \$[Amount] per hour.
- **Work Schedule:** [Days/Hours], [Remote/On-site].
- **Reporting Manager:** [Manager Name].

**Conversion Terms:**

At the end of the contract period, [Company Name] reserves the option to convert the candidate to a full-time, permanent employee. The agreed-upon conversion fee is [Percentage/Fixed Amount], which will be waived if the candidate completes [Number] hours of contract service.

Please review the attached Terms of Service for full details regarding invoicing and employment policies. If everything is in order, please sign and return a copy of this letter.

We look forward to a successful partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]

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**Acknowledged and Accepted:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_