

[Date]

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

**Subject: Confirmation of Executive Contract-to-Hire Placement**

Dear [Candidate Name],

We are pleased to confirm your placement as [Job Title] at [Client Company Name] on a contract-to-hire basis. This letter outlines the initial terms of your executive engagement.

**Assignment Details:**

- **Start Date:** [Date]
- **Initial Contract Duration:** [Number of Months/Weeks]
- **Reporting Manager:** [Manager Name/Title]
- **Compensation Rate:** \$[Amount] per [Hour/Month]

**Contract-to-Hire Terms:**

The initial period serves as an evaluation phase for both you and [Client Company Name]. Upon successful completion of this period and based on mutual agreement, it is the intention of the client to transition this role into a permanent executive position. A formal offer for permanent employment, including a comprehensive executive benefits package and performance bonuses, will be extended at that time.

**Confidentiality and Governance:**

As an executive-level placement, you agree to adhere to all non-disclosure and intellectual property agreements required by [Client Company Name]. Your employment during this contract phase is through [Staffing Agency Name/Employer of Record].

Please acknowledge your acceptance of this placement by signing below and returning a copy by [Deadline Date].

Sincerely,

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

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**Candidate Acceptance:**

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