

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

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

Dear [Candidate Name],

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

**Assignment Details:**

- **Start Date:** [Start Date]
- **Contract Duration:** [Number of Months/Weeks] prior to permanent hire eligibility
- **Work Schedule:** [Hours per Week / Shift Details]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Physical Address or Remote]

**Compensation:**

- **Hourly Pay Rate:** \$[Amount] per hour
- **Payment Frequency:** [Weekly/Bi-weekly]

**Terms of Hire:**

During the contract period, you will be an employee of [Staffing Agency Name]. Based on your performance and the business needs of [Client Company Name], you will be eligible for consideration for a permanent full-time position on or after [Eligibility Date].

Please review, sign, and return this confirmation letter along with the attached onboarding documents by [Deadline Date].

We look forward to your success in this new role.

Sincerely,

[Sender Name]

[Sender Title]

[Staffing Agency Name]

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**Candidate Acceptance:**

I accept the terms of this contract-to-hire placement as outlined above.

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