

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Probationary 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 terms of your probationary period and the conditions of your assignment.

Assignment Details:

- **Start Date:** [Date]
- **Probationary Period:** [Number] months/days
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Address / Remote]
- **Pay Rate:** \$[Amount] per [Hour/Month]

Probationary Period:

Your initial placement is a probationary period intended to evaluate your performance and fit within the team. During this time, your performance will be reviewed regularly. Upon successful completion of this period, [Client Company Name] may, at its discretion, offer you a permanent full-time position.

Contractual Status:

During this assignment, you will be legally employed by [Staffing Agency Name] and assigned to [Client Company Name]. This placement does not guarantee permanent employment, and the contract may be terminated by either party with [Number] days' notice.

Please sign and return this letter to confirm your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]

Candidate Acceptance:

I accept the terms of this placement as outlined above.

Signature: _____ Date: _____