

[Date]

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

Re: Confirmation of Contract-to-Hire Placement

Dear [Candidate Name],

We are pleased to confirm your placement as [Job Title] with our client, [Client Company Name], starting on [Start Date].

Assignment Details:

- **Client Supervisor:** [Supervisor Name]
- **Work Location:** [Physical Address or Remote]
- **Hourly Pay Rate:** \$[Amount] per hour
- **Contract Duration:** Approximately [Number] months/weeks

Conversion Terms:

This is a contract-to-hire position. Upon successful completion of the initial contract period, and based on your performance and the client's business needs, [Client Company Name] intends to evaluate you for a permanent, full-time position. Please note that conversion to a permanent role is at the sole discretion of the client and is not guaranteed.

Reporting Instructions:

On your first day, please report to [Location/Reception] at [Time]. You should ask for [Contact Person Name].

Timesheets and Payroll:

As a contract employee, you will be paid by [Staffing Agency Name]. Please ensure your weekly timesheets are submitted and approved by [Deadline Day/Time] through [Method/Portal].

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

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

Acknowledgment:

[Candidate Signature]

[Date]