

[Current Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to confirm your placement as [Job Title] at [Client Company Name]. This is a contract-to-hire position.

Assignment Details:

- **Start Date:** [Date]
- **Report Time:** [Time]
- **Reporting To:** [Manager Name]
- **Work Location:** [Physical Address or Remote]
- **Hourly Pay Rate:** \$[Amount]

Contract-to-Hire Terms:

The initial contract period is expected to last for [Number] months/weeks. At the conclusion of this period, [Client Company Name] will evaluate your performance to determine eligibility for a permanent, full-time position within the company. Please note that this transition is subject to business needs and individual performance.

Next Steps:

Please ensure all onboarding documentation and background checks are completed by [Deadline Date]. On your first day, please bring [List of ID/Documents] for verification.

We are excited to have you join the team and look forward to your success in this role. If you have any questions, please contact [Recruiter Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]