

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Contract-to-Hire Placement - [Job Title]

Dear [Candidate Name],

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

As discussed, this is a contract-to-hire position. You will initially be employed by [Your Agency Name] as a contract employee. After an initial period of [Number of Months/Days], [Client Company Name] will have the option to transition you to their permanent staff based on your performance and business needs.

**Assignment Details:**

- **Client Supervisor:** [Supervisor Name]
- **Work Location:** [Work Address or Remote]
- **Hourly Pay Rate:** \$[Amount]
- **Work Schedule:** [Hours per week/Shift times]

Please find the attached employment agreement and onboarding documents. Kindly sign and return these by [Deadline Date] to finalize your placement.

We are excited to have you represent [Your Agency Name] at [Client Company Name]. If you have any questions regarding your benefits, timesheet submission, or the transition process, please contact [Point of Contact Name] at [Phone/Email].

Congratulations on your new role!

Best regards,

[Your Name]

[Your Title]

[Your Agency Name]