

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

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

**Subject: Confirmation of Client Placement**

Dear [Consultant Name],

This letter serves as official confirmation of your placement as a freelance consultant with our client, [Client Name].

Please find the engagement details below:

- **Client Name:** [Client Name]
- **Project/Role:** [Project Title or Role Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date/Estimated Duration]
- **Reporting Manager:** [Manager Name/Title]
- **Work Location:** [Remote / Client Office Address]

**Financial Terms:**

Your agreed-upon rate for this placement is [Rate Amount] per [Hour/Day/Project]. Invoices should be submitted [Weekly/Monthly] to [Email Address/Department].

**Compliance and Confidentiality:**

By accepting this placement, you agree to adhere to all site-specific policies of [Client Name] and maintain strict confidentiality regarding all proprietary information as outlined in your signed Consultant Agreement.

Please sign below and return a copy of this letter to acknowledge your acceptance of this placement.

We look forward to a successful collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]

---

**Consultant Acknowledgment:**

I, [Consultant Name], accept the placement described above.

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