

[Date]

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

**Subject: Confirmation of On-Site Freelance Assignment**

Dear [Freelancer Name],

This letter serves as formal confirmation of your on-site freelance assignment with [Company Name]. Please find the details of the placement below:

- **Project Name:** [Project Name/ID]
- **Start Date:** [Start Date]
- **End Date:** [End Date/Estimated Duration]
- **Work Location:** [Full Office Address, Building/Floor Number]
- **Reporting Manager:** [Manager Name and Title]
- **Daily Schedule:** [Start Time] to [End Time]

**Compensation:**

You will be compensated at a rate of [Amount] per [Hour/Day]. Invoices should be submitted [Weekly/Monthly] to [Email Address/Department].

**On-Site Requirements:**

Upon arrival on your first day, please report to [Reception/Security] to collect your visitor badge. You are expected to adhere to all company policies, including safety protocols and data confidentiality agreements, while on the premises.

**Equipment:**

[Company Name] will provide [List Equipment Provided, e.g., Workstation, Software Access]. You are required to bring [List Items Freelancer Must Bring, e.g., Personal Laptop].

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

We look forward to working with you.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

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