

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: Confirmation of Temporary Project Placement - [Employee Name]**

Dear [Client Contact Name],

This letter serves to formally confirm the temporary placement of our employee, **[Employee Name]**, at **[Client Company Name]** for the upcoming project titled **[Project Name]**.

The details of the placement are as follows:

- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Duration]
- **Role/Title:** [Employee Job Title]
- **Work Schedule:** [Days and Hours]
- **Reporting Manager:** [Name of Supervisor at Client Site]

The scope of work will include [Brief Description of Key Tasks/Responsibilities].

Please note that [Employee Name] remains an employee of [Your Company Name]. We will continue to be responsible for all payroll, taxes, and insurance. We trust that you will provide the necessary workspace and access required for the successful completion of the project.

If you have any questions or require further documentation regarding this placement, please contact [Point of Contact Name] at [Phone Number] or [Email Address].

We look forward to a successful collaboration on this project.

Sincerely,

[Signature]  
[Your Name]  
[Your Title]