

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Re: Remote Staffing Placement Confirmation - [Candidate Name]

Dear [Client Contact Name],

We are pleased to confirm the placement of [Candidate Name] in the position of [Job Title] with [Client Company Name], effective [Start Date].

Placement Details:

- **Role:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Days/Hours] ([Time Zone])
- **Hourly/Monthly Rate:** [Amount]

Remote Setup & Equipment:

The staff member is equipped with the necessary hardware and high-speed internet connection required to perform their duties. They will access your systems via [VPN/Software Name] as previously discussed.

Onboarding:

[Candidate Name] will be available for an introductory meeting at [Time] on their start date. Please ensure all necessary login credentials and software access are provided prior to this time.

We look forward to a successful partnership. If you have any questions regarding this placement, please contact [Account Manager Name] at [Phone/Email].

Best regards,

[Your Name]

[Your Title]

[Agency Name]