

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

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

Subject: Confirmation of Remote Talent Assignment

Dear [Candidate Name],

We are pleased to confirm your assignment as a [Job Title] with [Company Name]. This letter outlines the terms and details of your remote engagement.

Assignment Details:

- **Start Date:** [Date]
- **End Date:** [Date/Indefinite]
- **Reporting Manager:** [Manager Name]
- **Department:** [Department Name]

Compensation and Schedule:

- **Payment Rate:** [Amount] per [Hour/Month]
- **Working Hours:** [Number] hours per week
- **Core Hours:** [Time Zone/Specific Hours]

Remote Work Requirements:

As a remote talent, you are expected to maintain a secure and stable internet connection. You will use [Company Software/Platform] for all project communications and time tracking. All work produced during this assignment remains the intellectual property of [Company Name].

Next Steps:

Please review this document and sign below to confirm your acceptance of this assignment. Once signed, please return a copy to [Email Address].

We look forward to your contributions to the team.

Sincerely,

[Sender Name]
[Sender Title]

[Candidate Signature]

[Date]