

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

[Employee Full Name]
[Employee Email Address]
[Employee Phone Number]

Subject: Confirmation of Virtual Placement

Dear [Employee Name],

We are pleased to formally confirm your placement as a virtual employee with [Company Name]. Your start date will be [Start Date] in the position of [Job Title].

As a virtual employee, you will be reporting directly to [Supervisor/Manager Name]. Your primary duties and responsibilities will include:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

Work Schedule: Your standard working hours will be [Start Time] to [End Time] [Time Zone], [Days of the Week].

Equipment and Access: You will be provided with [List Equipment, e.g., Laptop, Software Access]. Please ensure you have a stable internet connection and a dedicated workspace to perform your duties effectively.

Compensation: Your compensation will be [Salary/Hourly Rate] paid on a [Weekly/Bi-weekly/Monthly] basis via [Payment Method].

Please sign and return a copy of this letter to acknowledge your acceptance of this virtual placement and the terms outlined above.

We look forward to having you on our remote team.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Acknowledgment:

I, [Employee Name], accept the virtual placement as outlined in this letter.

Signature: _____ Date: _____