

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Notice of Placement - [Nurse Full Name]**

Dear [Hiring Manager Name or Human Resources Department],

This letter serves as formal notification that [Nurse Full Name] has been assigned by [Agency Name] to complete a travel nursing contract at [Facility Name].

**Assignment Details:**

- **Position:** [Job Title/Specialty]
- **Unit:** [Unit Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Shift:** [Shift Details, e.g., 7pm-7am]

[Nurse Full Name] has successfully completed all necessary pre-employment screening, including background checks, drug screenings, and primary source verification of licenses and certifications required for this placement.

The clinician will report to [Supervisor Name] at [Time] on the first day for orientation. If there are any changes to the onboarding process or if additional documentation is required, please contact our clinical department at [Phone Number].

We look forward to a successful partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]