

[Date]

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

Subject: Confirmation of Client Placement

Dear [Consultant Name],

We are pleased to confirm your placement as an IT Consultant with our client, [Client Company Name]. Please find the details of your assignment below:

- **Client Name:** [Client Company Name]
- **Project Name:** [Project Name/Reference]
- **Role Title:** [Consultant Job Title]
- **Start Date:** [Start Date]
- **End Date:** [End Date/Project Duration]
- **Work Location:** [Remote / Client Office Address]
- **Reporting Manager:** [Client Supervisor Name]

Scope of Work:

Your primary responsibilities will include [Brief Description of Duties, e.g., System Analysis, Software Development, Infrastructure Support].

Reporting and Timekeeping:

You are required to submit your weekly timesheets through [Company Portal/System] by [Day of the week] at [Time]. Please ensure these are approved by your Client Supervisor.

Confidentiality:

Please remember that all information regarding [Client Company Name]'s operations, data, and technology is strictly confidential. You must adhere to the Non-Disclosure Agreement signed during your onboarding.

If you have any questions regarding this placement, please contact your Account Manager, [Account Manager Name], at [Phone Number] or [Email].

We wish you great success in this project.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]