

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Contingent Placement Confirmation

Dear [Candidate Name],

We are pleased to confirm your placement for the position of **[Job Title]** with our client, **[Client Company Name]**. Your skills and experience are an excellent match for this project.

Please note that this placement is contingent upon the successful completion of the following requirements:

- [Requirement 1: e.g., Background check]
- [Requirement 2: e.g., Drug screening]
- [Requirement 3: e.g., Reference checks]
- [Requirement 4: e.g., Verification of right to work documents]

Assignment Details:

- **Anticipated Start Date:** [Start Date]
- **Estimated Duration:** [Duration/End Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Work Address or Remote]
- **Pay Rate:** [Rate Amount] per [Hour/Day]

This offer of placement is not a contract of employment for any specific period. Once all contingencies have been cleared, you will receive a final confirmation email containing your onboarding instructions and orientation schedule.

Please sign and return this letter by [Deadline Date] to indicate your acceptance of these terms.

We look forward to having you join the team.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

Candidate Acceptance:

I accept the contingent placement as outlined above.

Signature: _____ Date: _____