

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Confirmation of Contingent Placement - [Candidate Name]

Dear [Client Contact Name],

We are pleased to confirm the placement of **[Candidate Name]** for the position of **[Job Title]** at **[Client Company Name]**.

The details of this assignment are as follows:

- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Ongoing]
- **Bill Rate:** \$[Amount] per [Hour/Day]
- **Work Location:** [Physical Address or Remote]
- **Reporting Manager:** [Manager Name]
- **Standard Work Hours:** [e.g., 9:00 AM - 5:00 PM]

This placement is subject to the terms and conditions outlined in the Master Service Agreement (MSA) signed between [Your Agency Name] and [Client Company Name].

As a contingent worker, [Candidate Name] remains an employee of [Your Agency Name]. We will be responsible for all payroll taxes, workers' compensation, and administrative tasks related to their employment.

Please ensure that [Candidate Name] is provided with the necessary system access and equipment on their first day to ensure a smooth transition.

If you have any questions regarding this placement or require further assistance, please contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to a successful partnership.

Sincerely,

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