

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

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

**Subject: Confirmation of Fixed-Term Contract Placement**

Dear [Employee Name],

We are pleased to confirm your placement with [Company Name] as a [Job Title] on a fixed-term basis. This letter outlines the specific terms of your engagement.

**1. Commencement and Duration**

Your contract will begin on [Start Date] and is scheduled to end on [End Date], unless terminated earlier in accordance with the terms of your employment agreement.

**2. Reporting Structure**

You will report directly to [Manager Name/Title] within the [Department Name] department.

**3. Compensation**

Your salary for this period will be [Amount] per [Hour/Month/Year], payable in accordance with the company's standard payroll cycle.

**4. Hours of Work**

Your working hours will be [Number of Hours] per week, following the schedule of [Work Schedule/Days].

**5. Nature of Contract**

Please note that this is a fixed-term position. There is no expectation of permanent employment or contract renewal beyond the specified end date mentioned above.

**6. Terms and Conditions**

All other terms and conditions of your employment are governed by the Employment Agreement signed on [Date of Agreement Signature].

Please acknowledge your acceptance of this placement by signing and returning a copy of this letter.

Sincerely,

[Signature]  
[Name of Authorized Signatory]  
[Title]

---

**Employee Acknowledgment:**

I, [Employee Name], accept the fixed-term placement as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_