

[Date]

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

Subject: Confirmation of Interim Executive Placement

Dear [Candidate Name],

We are pleased to confirm your placement as the Interim [Job Title] at [Client Company Name]. This letter outlines the terms of your engagement.

**Engagement Details:**

- **Start Date:** [Date]
- **Estimated End Date:** [Date]
- **Reporting To:** [Name and Title of Supervisor]
- **Work Location:** [Remote / Office Address]

**Compensation and Terms:**

- **Day/Hourly Rate:** [Amount]
- **Payment Frequency:** [Weekly / Bi-weekly]
- **Expenses:** [Outline reimbursable expenses, if applicable]

**Key Responsibilities:**

During this interim period, your primary focus will be [Briefly list 2-3 key goals or duties].

Please note that this is an interim assignment and does not constitute a permanent employment contract with [Client Company Name] or [Placement Agency Name].

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]

**Acknowledgment:**

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[Candidate Signature]

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[Date]