

[Company Letterhead]

[Date]

[Worker Full Name]

[Worker Address]

[City, State, Zip Code]

**Subject: Confirmation of Project-Based Placement**

Dear [Worker Name],

We are pleased to confirm your placement for the following project: **[Project Name/Code]**. This placement is effective as of **[Start Date]** and is expected to conclude on or around **[Estimated End Date]**, or upon completion of the project milestones.

**Placement Details:**

- **Position Title:** [Job Title]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Site Address/Remote]
- **Compensation:** [Rate per hour/month/project]

**Scope of Work:**

Your primary responsibilities will include: [Brief description of tasks/deliverables].

**Terms of Placement:**

This is a project-based assignment and does not constitute a guarantee of permanent employment. Either party may terminate this arrangement by providing [Number] days of written notice. You are expected to adhere to all company policies, safety protocols, and confidentiality agreements during your tenure.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

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**Acknowledgment:**

I, [Worker Name], accept the project-based placement as outlined above.

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