

Date: [Date]

To: [Worker Name]

Address: [Worker Address]

Email: [Worker Email Address]

Subject: Confirmation of Remote Contingent Worker Placement

Dear [Worker Name],

We are pleased to confirm your placement as a contingent worker for [Company Name]. This letter outlines the details of your assignment.

1. Assignment Details

- **Role Title:** [Role Title]
- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Reporting Manager:** [Manager Name]
- **Staffing Agency (if applicable):** [Agency Name]

2. Remote Work Arrangement

This is a 100% remote placement. You are expected to perform your duties from your designated home office. You are responsible for ensuring a secure and stable internet connection. You must remain available during the following core business hours: [Insert Hours/Time Zone].

3. Equipment and Access

[Select one option: Company will provide a laptop and necessary hardware / You are required to use your own equipment as per the Bring Your Own Device (BYOD) policy.] Login credentials and software access will be provided on your start date.

4. Nature of Relationship

Please note that this is a contingent placement. You are not an employee of [Company Name]. Your employment relationship remains with [Staffing Agency Name] or you are acting as an independent contractor. This assignment does not guarantee permanent employment.

5. Confidentiality and Policies

As a remote worker, you are required to adhere to all company policies regarding data security, confidentiality, and professional conduct. You will be required to sign a Non-Disclosure Agreement (NDA) prior to your start date.

Please acknowledge your receipt and acceptance of this placement by signing below.

Sincerely,

[Name]

[Title]

[Company Name]

Worker Acknowledgment:

Signature: _____

Date: _____