

[Company Header/Logo]

[Date]

[Worker Full Name]

[Worker Address]

[City, State, Zip Code]

**Subject: Confirmation of Shift-Based Contingent Placement**

Dear [Worker Name],

We are pleased to confirm your placement as a contingent worker for [Company Name]. This placement is offered on a shift-by-shift basis. Please find the details of your initial assignment below:

- **Role/Position:** [Position Title]
- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Location Name/Address]
- **Pay Rate:** \$[Amount] per hour

**Shift Schedule:**

Your shifts will be assigned via [Platform Name/Scheduling Method]. Your initial confirmed shifts are: [List Dates and Times]. Please note that as a contingent worker, shifts are not guaranteed and are subject to business needs.

**Terms of Placement:**

- This is a contingent placement and does not constitute a permanent employment contract.
- Either party may terminate this arrangement at any time without prior notice.
- You are required to follow all company safety protocols and site-specific policies.
- Timesheets must be submitted by [Day of Week/Time] via [Submission Method].

Please confirm your acceptance of this placement and the associated shifts by signing below and returning this letter by [Deadline Date].

Sincerely,

[Signature]

[Name of Sender]

[Title]

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**Worker Acceptance:**

I accept the contingent placement and terms outlined in this letter.

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