

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Temp-To-Hire Placement

Dear [Candidate Name],

We are pleased to confirm your assignment as a [Job Title] with our client, [Client Company Name]. This is a temp-to-hire position, meaning there is an opportunity for permanent employment based on your performance and the client's business needs.

Assignment Details:

- **Start Date:** [Start Date]
- **Reporting Time:** [Start Time]
- **Location:** [Work Address]
- **Reporting Manager:** [Manager Name]
- **Pay Rate:** \$[Amount] per hour
- **Evaluation Period:** [Number of Days/Months]

During this initial period, you will be an employee of [Staffing Agency Name]. Your payroll, taxes, and administrative support will be handled by us. Please ensure your timesheets are submitted by [Deadline Day/Time] each week.

To finalize your placement, please sign and return the enclosed documents by [Due Date].

We look forward to your success in this role. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]