

[Date]

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

Dear [Candidate Name],

We are pleased to confirm your temporary assignment placement with our client, **[Client Company Name]**. Please find the details of your assignment below:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Ongoing]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Full Address of Assignment]
- **Work Schedule:** [Days and Hours]
- **Hourly Rate:** [Amount] per hour

**Reporting Instructions:**

On your first day, please arrive at [Time] and ask for [Contact Person Name] at the [Reception/Security Desk].

**Required Documentation:**

Please ensure you have completed all necessary onboarding paperwork and provided identification for your I-9 verification prior to your start date.

**Timekeeping:**

Your timesheets must be submitted via [Method/System] no later than [Day/Time] each week to ensure timely payment.

If you have any questions regarding this assignment, please contact me directly at [Phone Number] or [Email Address].

We wish you great success in this placement.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]