

[Date]

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

Subject: Confirmation of Temporary Assignment

Dear [Employee Name],

We are pleased to confirm your temporary staffing assignment with [Client Company Name]. Please find the details of your assignment below:

- **Client Name:** [Client Company Name]
- **Work Location:** [Full Address of Assignment]
- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Job Title:** [Job Title/Position]
- **Reporting Manager:** [Supervisor Name]
- **Work Schedule:** [Days and Hours, e.g., Mon-Fri, 8:00 AM - 5:00 PM]
- **Pay Rate:** \$[Amount] per [Hour/Week]

Reporting Instructions:

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

Dress Code:

The required attire for this location is [e.g., Business Casual / Safety Gear Required].

Timesheet Submission:

Please ensure your timesheets are submitted and approved by [Day of the week] at [Time] to ensure timely payment.

Please note that this is a temporary assignment and does not guarantee permanent employment. You are expected to adhere to all policies and procedures of both [Staffing Agency Name] and the client company.

If you have any questions or are unable to attend this assignment, please contact your consultant at [Phone Number] or [Email Address] immediately.

Sincerely,

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