

Subject: Confirmation of Placement: [Candidate Name] - [Job Title]

Dear [Client Name],

This letter serves to formally confirm the successful placement of [Candidate Name] with [Company Name] for the position of [Job Title] on a contract-to-hire basis.

Placement Details:

- **Start Date:** [Date]
- **Contract Duration:** [Number of months/weeks]
- **Eligibility for Full-Time Conversion:** [Date or milestone]
- **Hourly Bill Rate:** [Amount]
- **Reporting Manager:** [Manager Name]

The candidate has completed all necessary pre-employment background checks and onboarding documentation. We will manage all payroll, taxes, and benefits for the duration of the contract period until such time that a permanent offer is extended and accepted.

We will check in with you regularly to ensure the assignment is progressing smoothly. If you have any questions regarding the invoicing process or the candidate's performance, please contact [Account Manager Name] at [Phone/Email].

Thank you for partnering with [Agency Name]. We look forward to a successful engagement.

Sincerely,

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