

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Agency Assignment - [Job Title]

Dear [Candidate Name],

We are pleased to confirm your assignment for the entry-level position of [Job Title] at [Client Company Name] through [Agency Name].

Please review the details of your assignment below:

- **Start Date:** [Date]
- **Report Time:** [Time]
- **Pay Rate:** [Amount] per hour
- **Supervisor:** [Supervisor Name]
- **Location:** [Workplace Address]

On your first day, please ensure you bring a valid form of identification. Upon arrival, please report to [Reception/Specific Department] and ask for [Contact Person].

As a reminder, you are officially an employee of [Agency Name] while on assignment. Please submit your weekly timesheets by [Deadline Day/Time] to ensure timely payment.

If you have any questions before your start date, please contact me at [Phone Number] or [Email Address].

We wish you great success in this new role.

Best regards,

[Your Name]

[Your Title]

[Agency Name]