

[Date]

[Contractor Name]

[Address]

[City, State, Zip Code]

**Subject: Confirmation of Client Assignment**

Dear [Contractor Name],

We are pleased to confirm your assignment with the following client under the terms of your contract agreement:

- **Client Name:** [Client Name]
- **Assignment Title:** [Job Title/Role]
- **Start Date:** [Date]
- **End Date:** [Date/Ongoing]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Physical Address or Remote]

**Key Responsibilities:**

[Insert brief description of duties]

**Compensation:**

Your hourly/daily rate for this assignment will be [Amount]. All invoices should be submitted according to the standard [Company Name] billing cycle.

**Confidentiality and Conduct:**

Please remember that you are bound by the non-disclosure and professional conduct clauses outlined in your master agreement. You are expected to adhere to the client's specific site policies and safety protocols during this period.

If you have any questions regarding this assignment, please contact [Department/Contact Person] at [Phone Number/Email].

We look forward to your successful contribution to this project.

Sincerely,

[Sender Name]

[Title]

[Company Name]