

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Remote Assignment - [Employee Name]

Dear [Client Contact Person Name],

This letter serves as formal confirmation that **[Employee Name]** has been assigned to provide services to **[Client Company Name]** in the role of **[Job Title/Position]**, effective **[Start Date]**.

Please note that this is a remote assignment. The employee will perform their duties from their designated home office or remote location. Below are the specific details regarding this assignment:

- **Project/Department:** [Project Name or Department]
- **Reporting Manager (Agency/Employer):** [Manager Name]
- **Client-Side Supervisor:** [Client Supervisor Name]
- **Working Hours:** [e.g., 9:00 AM to 5:00 PM, Time Zone]
- **Anticipated Duration:** [End Date or "Ongoing"]

[Employee Name] is equipped with the necessary technology and secure access required to fulfill their responsibilities remotely. They have also been briefed on your company's communication protocols and data security policies.

We are confident that [Employee Name] will be a valuable asset to your team. If you have any questions regarding this assignment or require further documentation, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for the opportunity to work with you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]