

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Confirmation of Temporary Staffing Assignment

Dear [Client Contact Name],

This letter serves to confirm the placement of our temporary employee for the assignment at your organization. Please find the assignment details below:

- **Assigned Employee:** [Employee Full Name]
- **Job Title/Position:** [Job Title]
- **Assignment Start Date:** [Start Date]
- **Expected End Date:** [End Date/Ongoing]
- **Work Schedule:** [Days and Hours]
- **Reporting Manager:** [Supervisor Name]
- **Work Location:** [Specific Department or Address]
- **Bill Rate:** [Rate] per [Hour/Day]

The assigned employee has been briefed on the job requirements and your company's safety protocols. Should you have any questions regarding this assignment or if you wish to adjust the duration of the placement, please contact me directly at [Your Phone Number] or [Your Email Address].

We appreciate the opportunity to support your staffing needs.

Sincerely,

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