

[Date]

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

**Subject: Confirmation of Volume Hiring Project Assignment - [Project Name/Reference Number]**

Dear [Client Contact Name],

This letter serves as formal confirmation that [Your Agency Name] has been assigned to manage the volume hiring project for [Client Company Name]. We are pleased to partner with you to fulfill your large-scale staffing requirements.

**Project Overview:**

- **Role(s) to be filled:** [Job Titles]
- **Total Volume:** [Number of Hires]
- **Project Start Date:** [Date]
- **Target Completion Date:** [Date]
- **Primary Location(s):** [Work Locations]

**Our Commitment:**

To ensure the success of this high-volume initiative, we have dedicated a specialized recruitment team led by [Account Manager Name]. Our process will include dedicated sourcing channels, customized screening assessments, and a streamlined onboarding workflow to meet your timeline and quality standards.

**Next Steps:**

We will schedule a kickoff meeting on [Date/Time] to finalize the candidate profiles, interview scheduling protocols, and reporting frequency. Attached to this letter is the Service Level Agreement (SLA) specific to this volume project for your final review.

We look forward to a successful partnership and to helping you build your team at scale.

Sincerely,

[Your Name]  
[Your Title]  
[Your Agency Name]  
[Your Phone Number]  
[Your Email Address]