

[Date]

[Contractor Name]

[Address]

[City, State, Zip Code]

Dear [Contractor Name],

Welcome to [Agency Name]. We are pleased to have you join our team as an independent contractor.

Your expertise is a valuable addition to our network, and we look forward to working together to provide high-quality care to our clients. Below is a summary of your initial placement details:

- **Role:** [Job Title/Specialty]
- **Start Date:** [Date]
- **Facility/Location:** [Facility Name]
- **Supervisor/Point of Contact:** [Name]

Please ensure that all required credentialing documents, including your current license, certifications, and health screenings, are kept up to date in our portal. You will receive a separate email regarding our time-tracking system and payroll schedule.

If you have any questions regarding your contract or your upcoming assignment, please contact [Department Name] at [Phone Number] or [Email Address].

We are excited to have you with us and wish you a successful start.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]