

Dear [Contractor Name],

Welcome to [Staffing Agency Name]! We are pleased to have you join our team for your upcoming assignment with [Client Company Name].

Your assignment details are as follows:

- **Start Date:** [Date]
- **Report To:** [Supervisor Name]
- **Work Location:** [Address or Remote]
- **Pay Rate:** [Amount] per hour

To ensure a smooth start, please complete the following steps:

1. Submit your signed employment agreement.
2. Provide your direct deposit information via our portal.
3. Complete your tax withholding forms (W-4/I-9).

Regarding your timesheets, please submit them through [System Name] by [Day of the week] at [Time] to ensure timely payment.

If you have any questions regarding your payroll, benefits, or the assignment, please contact your recruiter, [Recruiter Name], at [Phone/Email].

We look forward to working with you and wish you great success in your new role.

Best regards,

[Your Name]

[Your Title]

[Staffing Agency Name]