

[Date]

[Contractor Name]

[Address]

[City, State, Zip Code]

Dear [Contractor Name],

Welcome to [Company Name]. We are pleased to have you join us for your temporary assignment as a [Job Title].

Your assignment is scheduled to begin on [Start Date] and is currently expected to conclude on or around [End Date]. Please report to [Location/Department] at [Time] and ask for [Manager Name], who will be your primary point of contact.

Assignment Details:

- **Position:** [Job Title]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Days and Hours]
- **Location:** [Office Address or Remote]

On your first day, we will provide you with the necessary tools, system access, and an orientation regarding our site safety and office protocols. Please remember to bring [List necessary ID or documents] for check-in.

Please note that as a temporary contractor, your engagement is for a limited duration and does not constitute a permanent employment relationship with [Company Name].

We look forward to your contributions during this project. If you have any questions prior to your start date, please contact [Contact Person] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]