

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Subject: Assignment Confirmation and Transition Details

Dear [Candidate Name],

Congratulations on your placement with [Client Company Name]. We are pleased to confirm your contract assignment as [Job Title].

**Assignment Details:**

- **Start Date:** [Start Date]
- **End Date:** [End Date/Estimated Duration]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Remote / Office Address]
- **Pay Rate:** [Amount] per [Hour/Day]

**Transition and Onboarding:**

To ensure a smooth transition, please complete the following steps by [Deadline Date]:

- Return the signed Employment Agreement attached to this email.
- Complete the background check and drug screening forms (if applicable).
- Submit your direct deposit information and tax forms (W-4/I-9).

**Timesheets and Reporting:**

You are required to submit your hours weekly through [Portal Name/Method] by [Day of Week] at [Time]. Your first pay date will be [Date].

**Support Contact:**

If you have any questions regarding your payroll, benefits, or the transition process, please contact [Recruiter/HR Name] at [Phone Number] or [Email Address].

We look forward to a successful partnership.

Sincerely,

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