Job order confirmation email

The same day as the intake call, ideally within a few hours. Send a short acknowledgement immediately if the full confirmation needs more detail from the client.

DIRECT HIRE SEARCH

Subject: Confirming the [Job Title] search: details and next steps

Hi [Client First Name],

Thanks for the time today. Here's what I captured for the [Job Title] search. Please check it and let me know if anything is off.

Role: [Job Title], reporting to [Hiring Manager], [Location / remote / hybrid]
Openings: [Number]
Base salary: [Salary Range], plus [bonus / benefits highlights]
Must-haves: [3 to 5 requirements]
Nice-to-haves: [2 to 3]
Interview process: [e.g. 30-minute video screen with Hiring Manager, then onsite panel]
Target start: [Start Date]
Fee: [Fee Percentage]% of first-year base salary, per our terms of business dated [Terms Date]

Next steps on my side: I'll send the first [Number] profiles by [Date]. On yours: could you share [interview availability for the next two weeks / the full job description] by [Date]?

I'll check in [Day] with a progress update.

[Your Name]
[Title], [Agency Name]
[Phone Number]

TEMP OR VOLUME ORDER

Subject: Order confirmed: [Number] [Job Title] for [Site] starting [Start Date]

Hi [Client First Name],

Confirming your order:

- **Position:** [Job Title], [Number] workers
- **Site:** [Site Address]
- **Start:** [Start Date], report to [Site Contact] at [Report Time]
- **Shift:** [Shift Times], [days of the week]
- **Expected duration:** [Duration / ongoing]
- **Pay rate:** $[Pay Rate]/hr | **Bill rate:** $[Bill Rate]/hr ([overtime bill rate] for overtime)
- **Requirements:** [e.g. steel-toe boots, able to lift 50 lb, background check, drug screen]
- **PPE provided by:** [Client / Agency]

- **Timesheet approver:** [Approver Name]

We'll confirm names by [Date and Time]. If the headcount or start date changes, please call me at [Phone Number] rather than email so we can adjust quickly.

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

QUICK ACKNOWLEDGEMENT

Subject: Received: [Job Title] requirement

Hi [Client First Name],

Thanks for sending the [Job Title] requirement. We're on it. I'll send a full confirmation with timeline and next steps by [Time / Date].

One question in the meantime: [most important open question, e.g. is the salary range flexible for someone with a CPA?]

[Your Name]
[Agency Name]

SUBJECT LINE IDEAS

- Confirming the [Job Title] search: details and next steps
- Order confirmed: [Number] [Job Title] for [Site] starting [Start Date]
- Received: [Job Title] requirement
- Job order summary for [Job Title]
- [Job Title] search: please confirm these details
- New requirement acknowledged: [Job Title]
- Next steps on your [Job Title] opening

SMS / WHATSAPP VERSION

Hi [Client First Name], it's [Your Name] at [Agency Name]. Got your order for [Number] [Job Title] at [Site] starting [Start Date]. Full confirmation is in your inbox. Please reply there with any changes. Names confirmed by [Date].

Placeholders to replace: [Client First Name], [Job Title], [Hiring Manager], [Location], [Site], [Site Address], [Site Contact], [Number], [Salary Range], [Pay Rate], [Bill Rate], [Fee Percentage], [Terms Date], [Start Date], [Approver Name], [Phone Number], [Your Name], [Title], [Agency Name]