Placement confirmation email

Send both versions the same day the candidate accepts the offer, after the client has confirmed it in writing. Send a short start confirmation to the candidate again two to three days before day one.

TO THE CLIENT (DIRECT HIRE)

Subject: Placement confirmed: [Candidate Name], [Job Title]

Hi [First Name],

Great news: [Candidate Name] has accepted your offer for [Job Title]. To make sure our records match yours, here are the details:

Start date: [Start Date]
Reporting to: [Hiring Manager Name]
Location: [Work Location]
Base salary: [Annual Salary]
Placement fee: [Fee Percentage]% of first-year base salary, [Fee Amount]
Invoice date: [Invoice Date, e.g. on start date]
Payment terms: [Payment Terms]
Guarantee period: [Guarantee Period], per our terms of business dated [Terms Date]

If anything above differs from the offer letter, please let me know today so we can correct it before the invoice goes out.

I'll check in with you and [Candidate First Name] after the first week. Thanks for the partnership on this one.

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

TO THE CANDIDATE

Subject: Congratulations, [First Name]: you start [Start Date]

Hi [First Name],

Congratulations on your new role as [Job Title] at [Client Company]. You earned it, and it's been a pleasure working with you.

Here's what I have for your start:

Start date: [Start Date], [Start Time]
Where: [Work Location or Video Link]
Ask for: [First-Day Contact]
What to bring: [Items to Bring, e.g. documents for Form I-9 from the list of acceptable documents]

Before you start: [Pre-start Steps, e.g. complete the background check consent and new hire forms]

[Client Company]'s HR team will send your onboarding paperwork directly. If anything from them looks different from what we discussed, call me first.

Please resign from your current job in writing and keep it short and positive. If your employer makes a counteroffer, call me before you respond so we can talk it through.

I'll check in after your first week.

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

TO THE CLIENT (CONTRACT OR TEMP-TO-HIRE)

Subject: Start confirmed: [Candidate Name] on [Start Date]

Hi [First Name],

[Candidate Name] is confirmed to start as [Job Title] on [Start Date] at [Work Location].

Bill rate: [Bill Rate] per hour ([Overtime Bill Rate] for overtime)
Expected duration: [Assignment Length]
Timesheet approver: [Approver Name]
Conversion: [Conversion Terms, e.g. no fee after 520 hours worked, otherwise per our terms]
PO number: [PO Number, if required]

Please confirm the timesheet approver so we can set up weekly approvals before the first week closes.

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

START-WEEK CONFIRMATION TO CANDIDATE

Subject: All set for [Start Date]?

Hi [First Name],

Just checking you're all set for [Start Date] at [Client Company]. Have you received the onboarding forms and finished the [Pre-start Steps]?

Reminder: arrive by [Start Time] at [Work Location] and ask for [First-Day Contact].

Reply if anything's unclear, or call me on [Phone Number]. Have a great first day.

[Your Name]
[Agency Name]

SUBJECT LINE IDEAS

- Placement confirmed: [Candidate Name], [Job Title]
- Congratulations, [First Name]: you start [Start Date]
- Start confirmed: [Candidate Name] on [Start Date]
- Offer accepted: [Job Title] details for your records
- All set for [Start Date]?
- Welcome aboard details for [Client Company]
- Confirming terms for [Candidate Name]'s placement

SMS / WHATSAPP VERSION

Congratulations [First Name], your start at [Client Company] is confirmed for [Start Date] at [Start Time], [Work Location]. Ask for [First-Day Contact]. Any questions, call me at [Phone Number]. - [Your Name], [Agency Name]

Placeholders to replace: [First Name], [Candidate Name], [Candidate First Name], [Job Title], [Client Company], [Start Date], [Start Time], [Hiring Manager Name], [Work Location], [Annual Salary], [Fee Percentage], [Fee Amount], [Invoice Date], [Payment Terms], [Guarantee Period], [Terms Date], [Bill Rate], [Overtime Bill Rate], [Assignment Length], [Approver Name], [Conversion Terms], [PO Number], [First-Day Contact], [Items to Bring], [Pre-start Steps], [Your Name], [Title], [Agency Name], [Phone Number]