Right to represent email

Send it right after the candidate verbally agrees to be submitted and before their resume goes to the client or prime vendor. Ask for the confirmation within a few hours, since many vendor portals close submissions quickly.

STANDARD RTR (W-2)

Subject: Right to represent: [Job Title] at [End Client], [Job ID]

Hi [First Name],

Thanks for talking through the [Job Title] role today. Before I submit your profile, I need your written confirmation that [Agency Name] can represent you for this position.

Role: [Job Title]
End client: [End Client]
Location: [Location / Remote / Hybrid]
Job ID: [Job ID]
Employment type: W-2 [contract / contract-to-hire]
Pay rate: [Pay Rate] per hour
Duration: [Duration]

By replying, you confirm that:
- You authorize [Agency Name] to submit you exclusively for this position for [RTR Period] from today
- You have not been submitted for this position by another agency, and you haven't applied to it directly
- The information on your resume is accurate

Please reply with: "I confirm that [Agency Name] has the exclusive right to represent me for [Job Title], [Job ID], at [End Client]."

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

CORP-TO-CORP (C2C) VIA EMPLOYER

Subject: RTR needed: [Job Title], [End Client] ([Job ID])

Hi [First Name],

As discussed, we'd like to submit [Consultant Name] for the role below through [Your Company]. Please have [Consultant Name] review and sign the attached RTR, or reply from their own email with the confirmation line at the bottom.

Role: [Job Title]
End client: [End Client] (through [Prime Vendor or MSP])
Job ID: [Job ID]

Location: [Location]
Rate: [C2C Rate] per hour, all-inclusive, net [Payment Terms]
Duration: [Duration]
RTR valid for: [RTR Period]

Confirmation line: "I, [Consultant Name], authorize [Agency Name] to represent me exclusively for [Job Title], [Job ID], at [End Client]. I have not been submitted for this role by any other vendor."

Please also include the employer's name, contact and a current work authorization statement.

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

E-SIGNATURE REQUEST

Subject: Please sign: RTR for [Job Title] at [End Client]

Hi [First Name],

Your right to represent form for the [Job Title] role at [End Client] is ready to sign: [Signature Link]

It takes about a minute. It confirms the rate ([Pay Rate]), the role and that [Agency Name] will be the only firm submitting you for this position for [RTR Period].

The client's submission window closes at [Deadline], so please sign by then. Call me at [Phone Number] if anything looks wrong.

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

SHORT REMINDER

Subject: Re: Right to represent: [Job Title] at [End Client]

Hi [First Name],

Just need your confirmation on the RTR below to submit you for [Job Title] at [End Client]. The client closes submissions at [Deadline] today.

A one-line reply works: "I confirm [Agency Name] can represent me for [Job ID]."

Thanks,
[Your Name]
[Phone Number]

SUBJECT LINE IDEAS

- Right to represent: [Job Title] at [End Client], [Job ID]
- RTR needed: [Job Title], [End Client] ([Job ID])
- Please sign: RTR for [Job Title] at [End Client]
- Your confirmation needed before I submit you
- Action needed today: RTR for [Job ID]
- Exclusive representation: [Job Title] role

SMS / WHATSAPP VERSION

Hi [First Name], [Your Name] at [Agency Name]. I emailed the RTR for [Job Title] at [End Client] ([Job ID]), rate [Pay Rate]. Please reply to the email to confirm so I can submit you before [Deadline].

Placeholders to replace: [First Name], [Job Title], [End Client], [Job ID], [Location], [Pay Rate], [C2C Rate], [Payment Terms], [Duration], [RTR Period], [Prime Vendor or MSP], [Consultant Name], [Your Company], [Signature Link], [Deadline], [Your Name], [Title], [Agency Name], [Phone Number]