Assignment Confirmation

Send this letter as soon as the worker accepts the assignment and before the first shift. Provide it in the worker's preferred language where required or requested, and keep a signed copy.

CONFIRMATION

[Date]

Dear [Worker Name],

Thank you for accepting this assignment with [Agency Name]. This letter confirms the details. You remain an employee of [Agency Name] during the assignment, and [Agency Name] pays your wages. Please read it, keep a copy and contact [Recruiter Name] at [Phone] or [Email] if anything is unclear or incorrect.

ASSIGNMENT DETAILS

Client: [Client Company Name]
Work address: [Full Street Address, Building, Entrance]
Position: [Job Title]
Duties: [Two or three lines describing the actual work, for example picking and packing orders using an RF scanner, lifting up to 50 lb]
On-site supervisor: [Supervisor Name], [Phone]
Start date and time: [Start Date] at [Time]. Please arrive [15] minutes early and ask for [Name] at [Location].
Schedule: [Days], [Start Time] to [End Time], with [unpaid 30-minute meal break / paid 15-minute rest breaks]
Expected length: [Number weeks / until (End Date) / open-ended]. Assignment length is an estimate and may change.
Assignment type: [Temporary / Temp-to-hire / Seasonal]

PAY

Pay rate: [$ per hour]
Overtime: [1.5 x your regular rate] for hours over 40 in a workweek[, and over 8 in a day where state law requires]
Shift differential: [$ per hour for (shift), or none]
Workweek: [Day] to [Day]
Payday: [Day of week], paid [weekly / biweekly] by [direct deposit / pay card / check]
All hours you work must be recorded and will be paid, including any time spent in required training or safety briefings.

TIMESHEETS AND ATTENDANCE

Record your time by [clocking in at the client's time clock / using the (App Name) app / submitting a timesheet signed by your supervisor] by [Day and Time] each week. If you will be late or absent, call [Agency Phone] at least [2] hours before your shift starts, and also tell your on-site supervisor. Do not arrange schedule changes directly with the client without telling [Agency Name].

SAFETY, EQUIPMENT AND DRESS

Required clothing: [for example closed-toe safety shoes, long pants, no loose jewelry]
Protective equipment provided by: [Client / Agency]: [list items, for example safety glasses, gloves, hi-vis vest]. You will not be charged for required protective equipment.
Safety training: [Client] will provide site-specific safety training before you start work. Do not operate any equipment, such as a forklift, unless you have been trained and authorized at this site.
Transportation: [Details of any agency-provided transport and its cost, or "Not provided"]
Parking: [Details]
Report any injury, however minor, to your on-site supervisor and to [Agency Name] at [Phone] the same day.

YOUR EMPLOYMENT

Your employment with [Agency Name] is at will, which means either you or [Agency Name] may end it at any time. The end of this assignment does not by itself end your employment with [Agency Name], and we will try to place you on another assignment. [If temp-to-hire: The client may offer you a permanent position. You will not be charged any fee if that happens.] If you have a concern about pay, safety or treatment at the site, contact [Name] at [Phone] or [Email]. You will not be retaliated against for raising a concern.

Sincerely,
[Recruiter Name]
[Title], [Agency Name]
[Phone] | [Email]

WORKER ACKNOWLEDGEMENT

I have received and read this assignment confirmation.

Worker signature: _____ Date: [Date]
Preferred language: [Language]