

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Welcome to [Company Name]! We are pleased to have you join us for your temporary assignment as a [Job Title].

Your assignment is scheduled to begin on [Start Date] and is currently expected to conclude on or around [End Date]. During this period, your primary responsibilities will include [List Key Duties].

On your first day, please report to [Location/Department] at [Time] and ask for [Supervisor Name], who will be your primary point of contact and will provide your orientation.

Please remember to bring the following items for your first day:

- Identification for employment eligibility
- [Item 2]
- [Item 3]

We are excited to have you on the team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]