To Whom It May Concern:

This letter shall serve to confirm that Mr. John Smith, an employee of EMPLOYER NAME, Inc. will be assigned to perform / is currently performing development work for us on our premises as a contractor Software Engineer (use H-1B title) through our master agreement with VENDOR, Inc. and its further subcontracting agreement with EMPLOYER NAME, Inc.

**Work Location:** FULL END CLIENT NAME

225 Wall Street, Willington NJ 08540

**Supervisor:** Mr. FULL SUPERVISOR NAME, Senior Project Manager,

FULL END CLIENT NAME

**Duration:** 36+ months with extension(s), 40 hrs per week

**Role:**  Software Engineer (use H-1B title)

Our agreements with VENDOR, Inc. are open-ended and we anticipate that this project will go on for at least 36+ months with possible further extensions.

Please be advised that Mr. John Smith is an employee of EMPLOYER NAME, Inc., which as an only employer, will be responsible for hiring, firing, remuneration, performance, **direct overall and on-site supervision and control,** performance evaluation, maintenance of his personnel file, etc. Neither we nor VENDOR, Inc. have any authority to reassign Mr. John Smith to any other project or location. Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Project Coordinator EMPLOYER NAME, Inc. will be his overall direct supervisor. Mr. FULL SUPERVISOR NAME, Senior Project Manager, FULL END CLIENT NAME is his immediate supervisor for this project and for this location only.

We require the theoretical and practical application of a body of highly specialized knowledge in information technology, which can only be attained at the completion of bachelor’s degree or higher in computer science, engineering or related field in order to perform the position’s duties:

\*\*\*\*\*\*\*\*\*\*\*please review the PO for this assignment + current H-1B letter (if extension) and change the duties as required\*\*\*\*\*\*\*\*\*\*\*

Analyze functional and business requirements

Design, develop, configure, deploy, program and implement software applications, servers, packages and components customized to meet specific needs and requirements

Review, repair and modify programs to ensure technical accuracy, security and reliability of programs

Perform test plan preparation and unit and system testing

Perform code review and bug fixing

Perform troubleshooting and code migration

Provide quality documentation, status updates and support

Please contact me directly should you have any questions or need further information in this matter.

Sincerely,

Full Name

Title

Direct Phone # 508-555-2222