



The Right People  
At The Right Time

*Dear Valued Representative,*

We at ***Financial Professionals*** would like to take this opportunity to say in advance, a heartfelt thanks for your hard work and dedication. Our success depends on your professionalism and commitment.

Whether your interest is temporary, temp-to-hire, or direct hire opportunities, we commit to represent you to the best of our ability in a professional and ethical manner. In turn, you, as a representative of ***Financial Professionals***, made certain commitments to us when our alliance began. The most important commitment is to communicate properly with us. Proper communication is crucial to a long-term successful relationship. The following is a recap of our expectations.

As an employee of ***Financial Professionals***, you **MUST** treat ***Financial Professionals*** as your employer. You **MUST** only communicate any special request, concerns, or problems through ***Financial Professionals***, never directly to the client. This includes issues such as absences, needs for days off, doctor's appointments, interest in permanent positions, problems with co-workers, etc. Please contact our office to speak with a staff member to address the issue. Also, we ask that you keep us abreast of the status of your assignment, let us know when you are available, as this will assist us in keeping employment opportunities open for you. As you know, our office hours are Mon.-Fri.; 8am-5pm. We have a voice mail system, which will page us to our cellular phones for after-hour emergencies. In case of an emergency that might cause you to be absent or late for your assignment, it is imperative that you call our office as soon as possible, even if it is after hours. **Again, PLEASE DO NOT call the client directly. We will make the necessary calls.**

Remember that as a representative of ***Financial Professionals***, we are your employer of record. You have a supervisor at each assignment but first and foremost you must consider us as your primary contact.

We encourage you to speak with us if you have any questions concerning the above. We look forward to our continued relationship and are always available to you.

Thank you,  
***Financial Professionals Staff***