

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Offer for Flexible Short-Term Agreement

Dear [Recipient Name],

We are pleased to offer you a flexible short-term agreement for [Project Name/Service Type] starting on [Start Date]. This arrangement is designed to provide mutual flexibility while meeting our immediate requirements.

Terms of Agreement:

- **Duration:** This is a short-term engagement scheduled to conclude on [End Date], unless extended by mutual written consent.
- **Scope of Work:** [Briefly describe the tasks or services to be provided].
- **Compensation:** You will be compensated at a rate of [Amount] per [Hour/Day/Project], payable on a [Weekly/Bi-weekly/Monthly] basis.
- **Flexibility:** Either party may terminate this agreement at any time by providing [Number] days' written notice.

Status:

Under this agreement, you will be classified as an [Independent Contractor/Temporary Employee]. This role does not include eligibility for company benefits such as health insurance, paid time off, or retirement contributions.

Confidentiality:

You agree to maintain the confidentiality of all proprietary information shared during the course of this engagement.

To accept this offer, please sign and return a copy of this letter by [Deadline Date].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Recipient Name], accept the terms of this flexible short-term agreement as outlined above.

Signature: _____ Date: _____