

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer of Fixed-Term Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] on a fixed-term basis. This letter outlines the terms and conditions of your employment.

1. Contract Duration

Your employment will commence on [Start Date] and is scheduled to terminate on [End Date], unless terminated earlier in accordance with the provisions of this letter.

2. Compensation

Your gross salary will be [Amount] per [Hour/Month/Year], payable in accordance with the company's standard payroll cycle.

3. Hours of Work

Your working hours will be [Number] hours per week, [e.g., Monday to Friday, 9:00 AM to 5:00 PM].

4. Reporting

You will report directly to [Manager Name/Title].

5. Benefits

During this fixed-term period, you will be eligible for [List benefits, e.g., statutory leave, health insurance, etc.], subject to company policy.

6. Termination

This contract will automatically expire on the [End Date] without further notice. Either party may terminate this agreement prior to the end date by providing [Number] weeks' written notice.

7. Acceptance

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

We look forward to having you join our team.

Sincerely,

[Signature]
[Name of Sender]
[Title]

Acceptance:

I, [Candidate Name], accept the offer of fixed-term employment as described above.

Signature: _____ Date: _____