

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

[Date]

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

Subject: Offer of Project-Based Fixed-Term Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] for the project titled "[Project Name]" at [Company Name].

1. Contract Duration: This is a fixed-term contract. Your employment will commence on [Start Date] and is expected to conclude on [End Date], or upon the completion of the project, whichever occurs first.

2. Compensation: Your salary for this project will be [Amount] per [Hour/Month], payable in accordance with our standard payroll schedule.

3. Responsibilities: Your primary duties will include [Briefly list key project tasks]. You will report directly to [Supervisor Name/Project Manager].

4. Hours of Work: You are expected to work [Number] hours per week. Specific schedules will be determined by project requirements.

5. Termination: Either party may terminate this contract prior to the project completion date by providing [Number] days' written notice. The company reserves the right to terminate the contract immediately for cause.

6. Status of Employment: This contract does not guarantee permanent employment beyond the specified project or end date. There is no expectation of renewal unless agreed upon in writing by both parties.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the terms and conditions of this project-based fixed-term contract.

Signature: _____

Date: _____