

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

[Date]

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

Subject: Offer of Employment - Maternity Cover (Fixed-Term Contract)

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] on a fixed-term basis to provide maternity cover. This offer is subject to [mention any contingencies, e.g., reference checks/right to work].

1. Position and Duties

You will report to [Manager Name/Title]. Your primary responsibilities will include [brief summary of duties].

2. Term of Employment

Your employment will commence on [Start Date]. This is a fixed-term contract expected to end on [End Date], or upon the return of the permanent employee from maternity leave, whichever is earlier. [Company Name] reserves the right to terminate the contract earlier by providing [Notice Period] notice.

3. Compensation and Benefits

Your gross salary will be [Amount] per [Year/Month], payable in accordance with our standard payroll cycle. You will also be eligible for [mention specific benefits, e.g., health insurance, holiday entitlement].

4. Hours of Work

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

5. Place of Work

Your primary place of work will be [Office Location/Remote].

6. Acceptance

To accept this offer, please sign and return a copy of this letter and the attached contract by [Expiry Date].

We look forward to having you join our team.

Yours sincerely,

[Signature]
[Name of Sender]
[Title]

Acceptance

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

Signature: _____ Date: _____