

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Seasonal Fixed-Term Employment

Dear [Candidate Name],

We are pleased to offer you the temporary position of [Job Title] at [Company Name]. This is a seasonal, fixed-term position intended to meet our operational needs during the [Season Name, e.g., Summer/Holiday] period.

1. Term of Employment

Your employment is scheduled to begin on [Start Date] and will conclude on [End Date], unless terminated earlier in accordance with the terms of this agreement. This contract will automatically expire on the end date without further notice.

2. Compensation

Your rate of pay will be \$[Amount] per [Hour/Month], payable on a [Weekly/Bi-weekly] basis, subject to standard payroll deductions and withholdings.

3. Hours of Work

You will be expected to work approximately [Number] hours per week. Due to the seasonal nature of the business, your schedule may include weekends, evenings, or holidays as required by the department.

4. Duties

In this role, your primary responsibilities will include: [List 2-3 key duties].

5. Nature of Employment

Please note that this offer is for a fixed-term seasonal period only. It does not guarantee permanent employment or a contract renewal beyond the end date specified above.

6. Acceptance

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

We look forward to having you join our team for the upcoming season.

Sincerely,

[Name of Hiring Manager/HR Representative]

[Title]

[Company Name]

Employee Acceptance:

I accept the terms of this seasonal fixed-term employment as outlined above.

Signature: _____ Date: _____