

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Temporary Employment for [Project Name]

Dear [Candidate Name],

We are pleased to offer you a temporary position as a [Job Title] for the [Project Name] at [Company Name]. This is a short-term assignment with specific start and end dates.

Project Details:

- **Start Date:** [Start Date]
- **End Date:** [Estimated End Date]
- **Reporting To:** [Manager Name/Title]
- **Work Schedule:** [Days/Hours per week]

Compensation:

Your compensation for this project will be [Amount] per [Hour/Month], payable on [Payment Schedule]. Please note that as a temporary project employee, you are not eligible for company benefits except as required by law.

Terms of Employment:

This is an at-will employment relationship. This means that either you or [Company Name] may terminate the assignment at any time, with or without cause. This offer is contingent upon [Background Check/Reference Check/Right to Work Verification].

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I accept the offer of temporary employment under the terms described above.

Signature: _____ Date: _____