

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] on a contract-to-hire basis. This letter outlines the terms of your temporary assignment and the potential for future permanent employment.

Assignment Details:

- **Start Date:** [Start Date]
- **Contract Duration:** [Number of months/weeks]
- **Reporting Manager:** [Manager Name/Title]
- **Work Location:** [Office Address / Remote]

Compensation:

During the contract period, you will be compensated at a rate of \$[Amount] per [Hour/Month]. You will be paid on a [Weekly/Bi-weekly] basis.

Contract-to-Hire Status:

This is a temporary position. At the end of the initial contract period, [Company Name] will evaluate your performance and the company's needs to determine eligibility for a full-time, permanent position. Conversion to a permanent role is at the sole discretion of the company and is not guaranteed.

Terms of Employment:

As a contract employee, you [will/will not] be eligible for company-sponsored benefits during the temporary period. Your employment remains "at-will," meaning either you or [Company Name] may terminate the assignment at any time, with or without cause or notice.

Acceptance:

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Candidate Signature: _____

Date: _____