

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the temporary position of [Job Title] at [Company Name]. This role is a maternity leave replacement position.

Employment Period:

This is a temporary assignment expected to begin on [Start Date] and conclude on or around [End Date]. Please note that as this position is a coverage role, the end date may be subject to change based on the returning employee's schedule.

Compensation:

Your rate of pay will be [Amount] per [Hour/Month], payable according to our standard payroll schedule.

Reporting:

In this role, you will report to [Manager Name/Title]. Your primary responsibilities will include [Brief Description of Key Duties].

Terms of Employment:

This offer is for temporary employment only and does not guarantee a permanent position at the conclusion of the contract. Employment is "at-will," meaning either party may terminate the relationship at any time, with or without cause or notice.

Conditions:

This offer is contingent upon [Background Check/Reference Check/Eligibility Verification].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the temporary position of [Job Title].

Signature: _____ Date: _____