

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the part-time temporary position of [Job Title] at [Company Name].

Position Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date] (Subject to extension or earlier termination)
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Number] hours per week, [Days of the week/Shift details]

Compensation:

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

Terms of Employment:

As a temporary employee, you are not eligible for company benefits including, but not limited to, health insurance, paid time off, or retirement contributions, except as required by law. This position is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Contingencies:

This offer is contingent upon [Background check / Drug screening / I-9 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 part-time temporary position as described above.

Signature: _____ Date: _____