

[Date]

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

Subject: Offer of Temporary Employment - Emergency Relief Staff

Dear [Candidate Name],

We are pleased to offer you the temporary position of [Job Title] with [Organization Name] to assist in our emergency relief efforts regarding [Name of Crisis/Project].

The details of your temporary assignment are as follows:

- **Start Date:** [Date]
- **Expected End Date:** [Date] (Subject to change based on operational needs)
- **Reporting Manager:** [Manager Name]
- **Duty Station/Location:** [Location Name/Remote]
- **Compensation:** \$[Amount] per [Hour/Month]

Nature of Employment:

This is a temporary, short-term position. This offer does not constitute a contract of continued employment for any specific period. Either party may terminate the employment relationship at any time, with or without cause or notice.

Responsibilities:

In this role, you will be responsible for [Brief description of primary emergency tasks, e.g., food distribution, medical intake, logistics support]. Due to the nature of emergency relief, your duties and working hours may shift to meet urgent requirements.

Conditions of Offer:

This offer is contingent upon [List requirements, e.g., background check, proof of right to work, or medical clearance].

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

We look forward to your contribution to this critical mission.

Sincerely,

[Name]
[Title]
[Organization Name]

Acceptance:

I accept the terms of this temporary offer as outlined above.

[Candidate Signature]

[Date]