

Subject: Job Offer: Temporary Event Staff - [Event Name]

Dear [Candidate Name],

We are pleased to offer you a temporary position as [Job Title, e.g., Event Assistant/Server/Usher] for the upcoming event: **[Event Name]**.

**Assignment Details:**

- **Event Date(s):** [Date] to [Date]
- **Location:** [Venue Name and Address]
- **Reporting Time:** [Start Time]
- **Estimated End Time:** [End Time]
- **Reporting Manager:** [Manager Name]

**Compensation:**

Your rate of pay for this assignment will be \$[Amount] per [hour/shift]. Payments will be processed via [Payment Method] on [Payment Date].

**Dress Code:**

[Insert Requirements, e.g., Black trousers, white collared shirt, and comfortable closed-toe shoes].

**Key Responsibilities:**

- [Task 1]
- [Task 2]
- [Task 3]

Please note that this is a temporary, project-based position and does not establish a permanent employment relationship or eligibility for company benefits.

To accept this offer, please reply to this email or sign below and return this letter by [Deadline Date].

We look forward to having you on our team for this event.

Best regards,

[Your Name]

[Your Title]

[Company Name]

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**Candidate Acceptance:**

I accept the temporary position as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_