

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

[Date]

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

**Subject: Offer of Fixed-Term Employment**

Dear [Candidate Name],

We are pleased to offer you the temporary position of [Job Title] at [Company Name]. This is a fixed-term contract position.

**1. Contract Duration**

Your employment will commence on [Start Date] and is scheduled to end on [End Date], unless terminated earlier in accordance with the terms of this agreement.

**2. Compensation**

Your salary will be [Amount] per [Hour/Month], payable on the company's standard payroll dates.

**3. Hours of Work**

You will be expected to work [Number] hours per week. Your typical schedule will be [Schedule details].

**4. Reporting**

You will report directly to [Supervisor Name/Title].

**5. Benefits**

As a fixed-term employee, you will be entitled to [List benefits or state "statutory benefits only"]. You will not be eligible for [List excluded benefits, e.g., company pension, long-term bonuses].

**6. Termination**

This contract will automatically expire on the end date mentioned above. Either party may terminate this agreement prior to the end date by providing [Number] days' written notice.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance**

I, [Candidate Name], accept the offer of fixed-term employment as outlined above.

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