

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the temporary position of Substitute [Job Title] at [Company/Organization Name].

Employment Details:

- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Until further notice]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Location/Department]
- **Pay Rate:** \$[Amount] per [Hour/Day]

Nature of Employment:

This is a temporary, substitute position to cover [reason for vacancy, e.g., a leave of absence]. Please note that this role does not guarantee permanent employment or a specific number of hours. Your employment remains "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause or notice.

Terms and Conditions:

As a substitute employee, you [will/will not] be eligible for company benefits such as health insurance, paid time off, or holiday pay, except as required by law. You are expected to follow all company policies and procedures outlined in the employee handbook.

Next Steps:

This offer is contingent upon the successful completion of [background checks/drug screening/verification of right to work].

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the temporary substitute position as outlined above.

Signature: _____ Date: _____