

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate First Name],

We are pleased to offer you the seasonal position of Summer Retail Associate at [Company Name]. We were impressed with your background and believe you will be a great addition to our team for the upcoming summer season.

The details of your offer are as follows:

- **Position:** Summer Retail Associate (Seasonal)
- **Start Date:** [Start Date]
- **End Date:** [End Date, e.g., August 31, 202X]
- **Manager:** [Manager Name/Title]
- **Compensation:** \$[Amount] per hour
- **Schedule:** [Expected Hours per Week / Shift Details]

As a seasonal employee, your employment is for a specific period and does not include company benefits such as health insurance or paid time off, except as required by law. This position is "at-will," meaning either you or [Company Name] may terminate the employment relationship at any time, with or without cause or notice.

This offer is contingent upon the successful completion of [List contingencies, e.g., background check, drug screen, or I-9 employment eligibility verification].

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

We look forward to having you on our team this summer!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of seasonal employment as described above.

Signature: _____ Date: _____