

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the seasonal position of **Tax Season Assistant** at [Company Name]. We were impressed with your skills and believe you will be a valuable asset to our team during this busy period.

Employment Period:

This is a seasonal, temporary position. Your employment is scheduled to begin on [Start Date] and is expected to conclude on or around [End Date], depending on business needs.

Compensation:

Your hourly rate of pay will be \$[Amount] per hour, payable [Weekly/Bi-weekly] via [Direct Deposit/Check].

Schedule:

Your standard work schedule will be [Number] hours per week. Due to the nature of the tax season, some overtime may be required during peak deadlines, which will be paid in accordance with local labor laws.

Responsibilities:

In this role, your primary duties will include:

- Organizing and scanning client tax documents.
- Performing basic data entry into tax software.
- Scheduling appointments and managing front-desk inquiries.
- Assisting tax preparers with administrative tasks.

At-Will Employment:

Please note that employment with [Company Name] is "at-will." This means that either you or the company may terminate the employment relationship at any time, with or without cause or notice.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the offer of seasonal employment as a Tax Season Assistant under the terms described above.

Signature: _____ Date: _____