

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the seasonal position of **[Job Title, e.g., Warehouse Associate]** at [Company Name]. We believe your skills will be a valuable asset to our logistics team during this busy season.

Employment Terms:

- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Reporting To:** [Manager Name/Title]
- **Shift:** [Shift Schedule, e.g., Mon-Fri, 8:00 AM - 4:30 PM]
- **Compensation:** \$[Amount] per hour

Role Responsibilities:

Your duties will include, but are not limited to, loading/unloading shipments, picking and packing orders, organizing inventory, and maintaining a safe work environment.

Nature of Employment:

Please note that this is a temporary, seasonal position. Employment is "at-will," meaning either you or [Company Name] may terminate the relationship at any time, with or without cause or notice.

Conditions of Offer:

This offer is contingent upon [list requirements, e.g., successful background check, drug screening, or proof of eligibility to work in the U.S.].

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

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Acceptance:

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

Signature: _____ Date: _____