

[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 temporary position of **Administrative Assistant (Seasonal)** at [Company Name]. We were impressed with your skills and believe you will be a valuable asset to our team during this busy season.

Employment Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date] (Subject to change based on business needs)
- **Reporting Manager:** [Manager Name/Title]
- **Hourly Rate:** \$[Amount] per hour
- **Work Schedule:** [Days of the week], [Start Time] to [End Time]

Nature of Employment:

Please note that this is a temporary, seasonal position. This offer does not guarantee permanent employment. Employment is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause or notice.

Responsibilities:

In this role, your duties will include data entry, filing, answering phones, scheduling appointments, and providing general clerical support as needed by the department.

Conditions of Employment:

This offer is contingent upon the successful completion of [Background Check/Reference Checks/Drug Screening] and your ability to provide legal documentation of your right to work in the United States.

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

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____ Date: _____