

Job Offer Letter

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you temporary employment with [Company Name] in the position of [Job Title].

Employment Period:

This is a temporary position. Your employment is scheduled to begin on [Start Date] and is expected to end on or before [End Date]. Please note that this date is subject to change based on business needs.

Compensation:

Your rate of pay will be \$[Amount] per [Hour/Month], payable in accordance with our standard payroll schedule.

Reporting:

In this role, you will report to [Manager Name/Title]. Your working hours will be [Schedule, e.g., Monday to Friday, 9 AM to 5 PM].

Terms of Employment:

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. As a temporary employee, you are not eligible for company benefits except as required by law.

Acceptance:

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance Signature:

I accept the offer of temporary employment as outlined above.

Signature: _____ Date: _____