

Contract Offer Letter

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to offer you a contract for a position as an Adjunct Educator in the [Department Name] at [Institution Name] for the [Specify Semester/Term] term. Your expertise in [Subject Area] will be a valuable addition to our academic team.

The details of your contract are as follows:

- **Position:** Adjunct Educator
- **Course(s) to be taught:** [Course Name(s)]
- **Compensation:** [Specify Pay Rate/Salary]
- **Contract Duration:** [Start Date] to [End Date]
- **Office Hours:** [Specify Hours if applicable]

Please confirm your acceptance of this offer by signing and returning this letter by [Specify Deadline]. If you have any questions regarding this offer, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to your positive response and to welcoming you to our educational community.

Sincerely,

[Your Name]
[Your Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

I, [Recipient's Name], accept the terms of this contract offer.

Signature: _____ Date: _____