

Employment Contract Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a position at [Company Name] for the role of [Job Title] under a contract-to-hire arrangement. This position will begin on [Start Date] and will involve a [duration, e.g., 6-month] contract period. Upon successful completion of this term, there is potential for permanent employment.

Terms of Employment

- **Compensation:** Your hourly wage will be [Amount] per hour.
- **Hours:** You are expected to work [Hours per week] each week.
- **Benefits:** [Outline any benefits during the contract period and upon conversion to full-time.]
- **Responsibilities:** You will be expected to perform the duties outlined in the attached job description.

Please indicate your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. If you have any questions regarding this offer, feel free to contact us at [Contact Information].

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Candidate's Name] - Signature

Date: _____