

# Temporary Employment Contract Offer

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you a temporary position as [Job Title] with [Company Name]. Your employment will be effective from [Start Date] to [End Date]. This position will require you to [briefly describe duties and responsibilities].

Your hourly wage will be [Insert Wage/Salary], payable [weekly/bi-weekly/monthly]. You will also be eligible for [mention any benefits, if applicable].

Please confirm your acceptance of this offer by signing below and returning a copy to us by [Insert Deadline].

We look forward to having you on our team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

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[Employee Signature]

[Date]