

Temporary Assignment Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to extend an offer for a temporary assignment with [Company Name] as a [Job Title] starting on [Start Date]. This assignment is expected to last until [End Date]. In this role, you will be responsible for [brief description of responsibilities].

Your compensation for this role will be [Salary/Rate], payable [bi-weekly/monthly]. As this is a temporary assignment, you will be eligible for [any specific benefits/conditions].

To accept this offer, please sign and return this letter by [Response Due Date]. If you have any questions, feel free to reach out to [Contact Person] at [Contact Email/Phone].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]