

Temporary Assignment Offer Letter

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip]

Dear [Employee Name],

We are pleased to offer you a temporary assignment in the role of [Job Title] at [Company Name] for the period of [Start Date] to [End Date]. You will be reporting directly to [Supervisor's Name].

Assignment Details

- **Position:** [Job Title]
- **Location:** [Work Location]
- **Hours:** [Work Hours]

Compensation

You will receive a pay rate of [Pay Rate] per [hour/week/month], payable in accordance with our standard payroll schedule.

Benefits Overview

- **Health Insurance:** [Details]
- **PTO:** [Details]
- **Retirement Plan:** [Details]
- **Travel Reimbursement:** [Details]

Please confirm your acceptance of this temporary assignment by signing and returning this letter by [Response Deadline].

We are excited about your temporary assignment with us and look forward to your contributions.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]

Acceptance Signature: _____

Date: _____

[Employee Name]