

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 for the role of [Project Title/Role] at [Company Name]. This position is project-based and will commence on [Start Date] and is expected to conclude on [End Date].

Your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

You will report directly to [Supervisor/Manager Name] and will be compensated at a rate of [Salary/Hourly Rate]. Payment will be processed on a [Weekly/Bi-weekly/Monthly] basis.

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

We look forward to your contributions to this project!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]

Signature: _____

Date: _____