

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 offer you a temporary assignment as [Job Title] with [Company Name]. This assignment is scheduled to begin on [Start Date] and will continue until [End Date], unless extended or terminated as per company policy.

This position allows for remote work options. You will be expected to fulfill the responsibilities outlined in the attached job description while adhering to our team's communication and reporting protocols.

Your compensation for this assignment will be [Salary/Hourly Rate], payable on a [Weekly/Bi-weekly/Monthly] basis. You will also be eligible for [briefly mention any benefits, if applicable].

If you accept this offer, please sign and return this letter by [Acceptance Deadline]. We look forward to your contributions during this temporary assignment.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Accepted by: _____

Date: _____