

Temporary Contractor Offer Letter

Date: [Insert Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip]
[Email Address]

Dear [Contractor Name],

We are pleased to offer you a temporary contractor position with [Company Name] starting on [Start Date] and ending on [End Date]. This position is to assist with [brief description of the project or task].

Your compensation will be [insert compensation details], payable [insert payment frequency]. You will be expected to work [insert expected hours or schedule].

Please sign and return a copy of this letter by [insert deadline for acceptance] to confirm your acceptance of this offer.

We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip]
[Contact Information]