

# Temporary Job 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 position as a [Job Title] at [Company Name], starting on [Start Date] and concluding on [End Date]. This is a [full-time/part-time] position, and you will be reporting to [Supervisor's Name].

Your temporary position will offer a compensation of [Salary or Hourly Rate], payable [bi-weekly/monthly]. You will also be entitled to [mention any benefits if applicable, e.g., paid sick leave, etc.], in accordance with our company policies.

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We are excited to have you join our team and look forward to your contributions during your time with us.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

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Signature of Candidate

Date: \_\_\_\_\_