

Fixed-Term Project Employment Offer

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Address: [Insert Address]

Dear [Employee Name],

We are pleased to offer you a fixed-term employment position with [Company Name] for the duration of the [Project Name]. Your employment will commence on [Start Date] and will conclude on [End Date], subject to the terms and conditions outlined in this letter.

Position Details:

Job Title: [Insert Job Title]

Department: [Insert Department]

Supervisor: [Insert Supervisor Name]

Compensation:

Your salary will be [Insert Salary] per [Specify Pay Period], payable in accordance with the company's normal payroll practices.

Work Hours:

Your regular working hours will be [Insert Working Hours] from [Insert Start Time] to [Insert End Time], [Insert Days of the Week].

Benefits:

You will be entitled to [List any applicable benefits] during the term of your employment.

Please sign and return a copy of this letter to confirm your acceptance of this offer by [Response Deadline].

We look forward to your contributions to the [Project Name] and welcome you to our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]

Employee Acceptance:

I, [Employee Name], accept the terms of employment as outlined in this letter.

Signature: _____ Date: _____