

Temporary Project Employment Offer

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you temporary employment with [Company Name] for the position of [Job Title] on a project basis. This temporary position is expected to last from [Start Date] to [End Date].

Your starting salary will be [Salary Amount] per [hour/week/month], payable in accordance with the company's regular payroll schedule. You will be required to work [Number of Hours] hours per week.

In this role, you will report directly to [Supervisor's Name/Title] and be responsible for [brief description of responsibilities].

As a temporary employee, you will be entitled to [brief description of any benefits or lack thereof, if applicable].

Please indicate your acceptance of this offer by signing and returning this letter by [deadline for acceptance].

We look forward to having you on our team and are excited about the contributions you will make to [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]

I, [Employee's Name], accept the terms of this temporary employment offer.

Signature: _____

Date: _____