

Seasonal Employment Offer

Dear [Candidate's Name],

We are pleased to offer you the position of Temporary Administrative Support at [Company Name] for the upcoming seasonal period. Your skills and experience will be a valuable addition to our team.

Position Details:

- **Job Title:** Temporary Administrative Support
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Working Hours:** [Working Hours]
- **Compensation:** [Salary/Hourly Rate]

Job Responsibilities:

You will be responsible for assisting with various administrative tasks, including:

- Organizing files and documentation
- Scheduling appointments
- Managing correspondence
- Supporting ongoing projects as needed

Please confirm your acceptance of this offer by [Response Date]. We look forward to welcoming you to our team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]