

# Temporary Employment Arrangement Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to confirm your temporary employment arrangement with [Company Name] for the position of [Position Title], during the maternity leave of [Employee on Leave's Name], commencing on [Start Date] and expected to conclude on [End Date].

Your primary responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your compensation during this period will be [Salary/Hourly Rate], paid on a [Bi-weekly/Monthly] basis. Additionally, benefits applicable during your temporary role include [List any applicable benefits].

Please confirm your acceptance of this temporary arrangement by signing below and returning a copy of this letter by [Response Deadline]. If you have any questions, feel free to reach out to [Contact Person's Name] at [Contact Information].

We look forward to your contributions during this period.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

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[Employee's Name]

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