

Temporary Employment Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a temporary position as [Job Title] with [Company Name]. This position is for a short-term project, set to begin on [Start Date] and conclude on [End Date].

Your responsibilities will include [briefly list responsibilities]. You will report directly to [Supervisor's Name], [Supervisor's Position].

Your hourly rate will be [Hourly Rate] and you will be expected to work [Number of Hours] hours per week.

This letter serves to confirm the terms of your temporary employment. Please sign and return the attached copy of this letter by [Due Date] to confirm your acceptance of this offer.

We look forward to your contributions and are excited to have you on board.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

[Employee's Signature] [Date]