

Temporary Employment Documentation

Date: [Insert Date]

To: [Freelancer's Name]

[Freelancer's Address]

Dear [Freelancer's Name],

We are pleased to inform you that you have been selected for a temporary freelance assignment with [Company Name]. This letter serves as formal documentation of your temporary employment. Below are the details of your assignment:

Assignment Details

- **Position:** [Position Title]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Rate of Pay:** [Hourly/Project Rate]
- **Work Schedule:** [Days and Hours]

Please acknowledge receipt of this documentation by signing and returning a copy of this letter. We look forward to collaborating with you and are excited about the contributions you will make to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]

Acknowledgment

I, [Freelancer's Name], acknowledge the temporary employment details outlined in this document.

Signature: _____ Date: _____