

Temporary Employment Notice

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

City, State, Zip: [City, State, Zip]

Dear [Employee Name],

We are pleased to inform you that you have been selected for temporary employment in the role of Administrative Support at [Company Name]. Your employment will commence on [Start Date] and is expected to last until [End Date].

Your responsibilities will include but are not limited to:

- Assisting with daily administrative tasks.
- Managing correspondence and communications.
- Organizing files and documentation.
- Supporting team members with project-related tasks.

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

Please report to [Location] on your first day by [Time]. Further instructions and orientation details will be provided upon your arrival.

We are looking forward to working with you and are confident that you will make valuable contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]