

# Temporary Employment Agreement

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee Address:** [Insert Employee Address]

**Dear [Employee Name],**

We are pleased to offer you a temporary employment position with [Company Name]. This agreement outlines the terms under which you will be employed in a contract-to-hire scenario.

## **Position**

Your title will be [Job Title], and your duties will include [Brief Description of Duties].

## **Duration**

Your temporary employment will begin on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with this agreement.

## **Compensation**

You will be compensated at a rate of [Hourly/Annual Rate] payable in accordance with the company's payroll schedule.

## **Probationary Period**

The first [number of weeks/months] of your employment will serve as a probationary period, during which either party may terminate employment without cause.

## **Contract to Hire**

Upon successful completion of the temporary employment period, you may be considered for a full-time position, contingent upon satisfactory performance and the availability of a permanent role.

## **Confidentiality**

As a temporary employee, you agree to adhere to all company policies, and maintain confidentiality regarding company information during and after your employment.

## **Acceptance**

If you accept this temporary employment agreement, please sign and return a copy by [Response Deadline].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

**Acceptance of Agreement**

\_\_\_\_\_  
[Employee Name]

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