

Temporary Employment Agreement

Employee Name: [Employee Name]

Address: [Employee Address]

Date: [Date]

Dear [Employee Name],

We are pleased to offer you a temporary part-time position at [Company Name] as a [Job Title]. This agreement outlines the terms of your employment.

1. Position

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

2. Hours of Work

You are expected to work [Number of Hours] hours per week, primarily on [Days of the Week].

3. Compensation

Your hourly wage will be [Hourly Wage], payable on a [Weekly/Biweekly/Monthly] basis.

4. Responsibilities

Your responsibilities will include, but are not limited to, the following: [List of Responsibilities].

5. Confidentiality

During your employment, you may have access to confidential information. You are expected to maintain this confidentiality even after your employment ends.

6. Termination

This agreement may be terminated by either party with [Number of Days] days' notice.

If you agree with the terms outlined in this letter, please sign and return a copy by [Return Date].

We look forward to having you as part of our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

Employee Signature

Date: _____