

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] as a [Job Title] for a specified period. This agreement outlines the terms and conditions of your employment.

1. Position

You will be employed as a [Job Title] and will be responsible for [brief description of job responsibilities].

2. Term of Employment

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

3. Compensation

You will receive a salary of [amount] per [hour/week/month], payable in accordance with the company's payroll schedule.

4. Work Schedule

Your regular work hours will be from [Start Time] to [End Time], [Days of Week].

5. Confidentiality

You agree to adhere to [Company Name]'s confidentiality policies and not disclose any proprietary information obtained during your employment.

6. Termination

This agreement may be terminated by either party with [number] days' notice, or immediately for just cause.

We look forward to your contributions to [Company Name]. Please sign and return this letter by [Response Deadline] to indicate your acceptance of this temporary employment offer.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

[Employee Name]

Date: _____