

# Temporary Job Offer Confirmation

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been offered a temporary position at [Company Name] as a [Job Title]. Your employment is set to begin on [Start Date] and will continue until [End Date].

Your hourly rate will be [Hourly Rate] and you will report to [Supervisor's Name].

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. We are excited to have you join our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]