

Temporary Job Offer Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to offer you a temporary position as [Job Title] at [Company Name]. Your temporary employment will commence on [Start Date] and will conclude on [End Date], unless extended by mutual agreement.

Employment Details:

- **Job Title:** [Job Title]
- **Department:** [Department Name]
- **Hourly Wage/Salary:** [Wage/Salary Details]
- **Working Hours:** [Working Hours Details]
- **Supervisor:** [Supervisor's Name]
- **Contract Type:** Temporary
- **Benefits:** [Briefly describe any benefits]

Please confirm your acceptance of this temporary position by signing and returning a copy of this letter by [Response Deadline]. We are excited about the possibility of you joining our team and contributing to [Company Name] during this temporary period.

If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Signature of Acceptance

Date: _____