

Temporary Job Offer Letter

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to offer you a temporary position as [Job Title] at [Company Name]. Your expected start date is [Start Date], and you will be reporting to [Supervisor's Name]. This position is scheduled to last until [End Date], with the possibility of extension based on company needs.

Onboarding Details

Your onboarding process will begin on [Onboarding Start Date]. During your first week, you will:

- Attend an orientation session on [Date and Time].
- Meet your team and supervisor on [Date].
- Complete necessary paperwork and training sessions.

Your compensation will be [Salary/Hourly Rate], payable on a [Bi-weekly/Monthly] basis. As a temporary employee, you will be eligible for [brief mention of any benefits or conditions, if applicable].

Please confirm your acceptance of this offer by signing below and returning this letter by [Response Deadline]. We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

Acceptance

I, [Candidate's Name], accept the terms of the temporary position as outlined above:

Signature

Date: _____