

Temporary Job Offer

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to offer you a temporary position as [Job Title] at [Company Name]. Your employment will commence on [Start Date] and will end on [End Date], unless extended or terminated earlier in accordance with company policy.

Job Description

As a [Job Title], your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Your work hours will be [Work Hours] and you will be compensated at a rate of [Salary/Hourly Rate] per [hour/week/month].

Please confirm your acceptance of this offer by signing and returning this letter by [Response Due Date]. We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

Accepted by,

[Recipient's Name]

[Date]