

Temporary Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you a temporary job offer for the position of [Job Title] at [Company Name]. Your expected start date is [Start Date], and you will be working under the supervision of [Supervisor's Name].

Compensation

Your compensation will be as follows:

- Hourly Rate: \$[Amount] per hour
- Estimated Weekly Hours: [Number of Hours]
- Total Compensation for Assignment Duration: \$[Total Amount]

This temporary position is expected to last until [End Date], contingent upon project needs and your performance. You will be classified as a temporary employee and will not be eligible for [list any benefits not applicable, e.g., health insurance, retirement plans, etc.].

Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of this temporary job offer.

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Accepted by: _____ (Candidate's Signature)

Date: _____