

Temporary Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a temporary position as [Job Title] at [Company Name]. Your role will commence on [Start Date] and will continue until [End Date/Duration]. We believe that your skills and background will be a valuable addition to our team.

Your temporary salary will be [Salary Amount] per [hour/week/month], payable [bi-weekly/monthly]. You will be eligible for [any relevant benefits, if applicable], in accordance with company policy.

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline Date]. If you have any questions, feel free to reach out at [Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Acceptance:

[Candidate's Name]

Date: _____