

# Contract-Based Temporary Position Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a contract-based temporary position as [Job Title] at [Company Name]. This position will commence on [Start Date] and is expected to conclude on [End Date], contingent upon the needs of the company.

Your primary responsibilities will include:

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

The terms of your contract are as follows:

- Hourly Rate: [Amount]
- Work Schedule: [Days and Hours]
- Supervisor: [Supervisor's Name]

Please confirm your acceptance of this temporary position by signing and returning this letter by [Response Deadline]. If you have any questions, feel free to reach out to [Contact Person's Name] at [Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]