

Temporary Job Offer Confirmation

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that we have offered you a temporary position as [Job Title] at [Company Name]. This position is expected to commence on [Start Date] and will last until [End Date].

The terms of your employment, including compensation and benefits, will be discussed in further detail during your onboarding process.

Please confirm your acceptance of this temporary position by signing and returning this letter by [Deadline Date].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]