

Interim Position Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the interim position of [Job Title] at [Company Name], effective [Start Date]. In this role, you will be responsible for [brief description of responsibilities].

Your interim compensation will be [salary or hourly rate], payable [bi-weekly/monthly, etc.]. This position will last until [end date or condition for termination of interim status].

Please confirm your acceptance of this interim offer by [date]. We look forward to your contributions during this interim period.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]