

Temporary Job Offer Confirmation

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] on a temporary basis at [Company Name]. Your starting date will be [Start Date] and your expected end date will be [End Date]. You will be reporting to [Supervisor's Name].

Your salary will be [Salary Amount] per [hour/week/month], and you will be eligible for [any benefits, if applicable]. Please review the details and confirm your acceptance of this temporary position by signing and returning this letter by [Confirmation Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]