

# Project-Based Employment Offer Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you a project-based employment position with [Company Name] for the role of [Job Title]. Your expertise and skills will be essential in helping us achieve our goals for the [Project Name].

## Project Details:

- **Project Start Date:** [Start Date]
- **Project End Date:** [End Date]
- **Compensation:** [Salary/Hourly Rate] payable [Weekly/Bi-weekly/Monthly]
- **Work Location:** [Work Location]

Your role will require [brief description of duties/responsibilities]. You will report to [Supervisor Name/Title].

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline]. If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email].

We look forward to working with you on this exciting project!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

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Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_