

Short-Term Contract Offer

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to offer you a short-term contract for the position of [Job Title] at [Company Name]. Your anticipated start date is [Start Date] and the contract will last until [End Date].

The terms of this contract include:

- Hourly rate: \$[Amount]
- Working hours: [Specify Hours]
- Reporting to: [Supervisor's Name]

Please review the terms and conditions of this offer carefully. If you accept this offer, please sign and return a copy of this letter by [Acceptance Deadline].

We are excited about the possibility of you joining our team and contributing to our success.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Acceptance of Offer:

I, [Applicant's Name], accept the terms and conditions of this short-term contract offer.

Signature: _____

Date: _____