

Temporary Job Offer Letter

Date: [Insert Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a temporary position as [Job Title] at [Company Name]. Your employment will commence on [Start Date] and will conclude on [End Date], unless terminated earlier by either party.

Your responsibilities will include [brief description of responsibilities]. You will report directly to [Supervisor's Name].

Your compensation will be [Salary/Hourly Rate], payable [weekly/biweekly/monthly]. Additionally, you will be eligible for [any benefits or bonuses, if applicable].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. We look forward to welcoming you to our team!

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Accepted by:

[Candidate's Name]

Date: _____