

Short-Term Job Engagement Letter

Date: [Insert Date]

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

Dear [Recipient's Name],

We are pleased to offer you a short-term engagement for the position of [Job Title] with [Company Name], commencing on [Start Date] and concluding on [End Date]. During this period, you will be responsible for [brief description of duties].

Your compensation will be [insert payment details], payable [insert payment frequency]. You will report directly to [Supervisor's Name/Title].

Please sign and return a copy of this letter by [Due Date] to confirm your acceptance of this engagement.

We look forward to your contributions to our team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]

Accepted by: _____

Date: _____