

Temporary Position 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], effective [Start Date]. This position will end on [End Date]. You will report directly to [Supervisor's Name] and your work hours will be from [Start Time] to [End Time], [Days of Week].

Your compensation will be [Salary/Hourly Rate] and will be paid on a [weekly/bi-weekly/monthly] basis. As a temporary employee, you will not be eligible for benefits other than [List any applicable benefits].

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out to me directly.

We look forward to having you join our team!

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

Acceptance of Offer:

I, [Candidate's Name], accept the terms and conditions of the temporary position as outlined above.

Signature: _____ Date: _____