

# Employment Offer Letter

Date: [Insert Date]

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

Dear [Recipient Name],

We are pleased to offer you a limited-term position at [Company Name] as a [Job Title]. Your employment will begin on [Start Date] and is expected to continue until [End Date], unless extended or terminated in accordance with company policies.

Your responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your starting salary will be [Salary Amount] per [hour/month/year], payable in accordance with our standard payroll schedule. As a limited-term employee, you will be eligible for [briefly state any benefits, if applicable, e.g., health benefits, paid leave, etc.].

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

We look forward to welcoming you to the team!

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

Accepted by: \_\_\_\_\_  
[Recipient Name] Date: \_\_\_\_\_