

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 short-term position as [Job Title] with [Company Name]. This position is scheduled to begin on [Start Date] and will end on [End Date].

Your hourly rate will be [Hourly Rate], and you will be expected to work [Number of Hours] per week. This position is [full-time/part-time], and you will report directly to [Supervisor's Name].

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline for Acceptance]. We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]