

# Temporary Position Offer

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], starting on [Start Date]. This position is expected to last until [End Date], unless otherwise notified.

Your temporary role will involve [brief description of job responsibilities]. You will report directly to [Supervisor's Name and Title].

Your compensation will be [Salary/Hourly Rate] and will be paid on a [bi-weekly/monthly] basis. Additionally, as a temporary employee, you will [mention any benefits, if applicable, or state there are no benefits].

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. Should you have any questions or require further clarification, feel free to reach out at [Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_