

# Temporary Employment Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to offer you temporary employment at [Company Name] for the position of [Job Title] on our construction site located at [Site Address]. Your employment will commence on [Start Date] and is expected to last until [End Date].

Your hourly wage will be [Insert Wage], and you will be required to work [Insert Hours] per week. Please report to [Supervisor Name] upon your arrival on your first day.

This letter outlines the basic terms of your employment. Please read it thoroughly and sign below to indicate your acceptance of the terms.

We look forward to working with you and appreciate your contribution to our project.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

Employee Signature: \_\_\_\_\_

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