Temporary Appointment Letter Template

[Company Letterhead]

[Date]

[Employee's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Employee's Name],

We are pleased to confirm your temporary appointment with [Company Name] for the position of [Temporary Position]. Your skills and experience align well with our needs, and we look forward to your contributions.

Temporary Position: [Temporary Position]

Start Date: [Start Date]

End Date: [End Date]

Location: [Work Location]

Attached are the terms and conditions of your temporary appointment, including compensation, benefits, and other pertinent details. Should you have any inquiries or require additional information, please do not hesitate to get in touch.

To accept this offer, kindly sign and return this letter by [Acceptance Deadline]. We appreciate your commitment to the success of our team during this temporary period.

Warm regards,

[Your Name]

[Your Title]

[Company Name]