

Temporary Appointment Letter

Subject: Temporary Appointment as Event Coordinator

Dear [Candidate Name],

We are pleased to offer you a temporary appointment as Event Coordinator for [Project/Event Name], starting [Start Date] and ending [End Date]. Your role will be critical in ensuring the smooth execution of all event activities.

Please report to [Supervisor Name] on your start date, and ensure all relevant documentation is completed prior to commencement. Compensation details and responsibilities are outlined in the attached document.

Thank you for joining our team for this exciting project!

Warm regards,

[HR Manager Name]

[Company Name]

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