

Standard Contract Employee Offer Letter

Subject: Offer of Contract Employment - [Position Title]

Dear [Candidate Name],

We are pleased to extend an offer of contract employment with [Company Name] for the position of [Position Title]. After careful consideration of your qualifications and interview performance, we believe you will be a valuable addition to our team.

Contract Details:

- Start Date: [Date]
- End Date: [Date]
- Duration: [Number] months
- Compensation: [Amount] per [hour/month/project]
- Payment Schedule: [Weekly/Bi-weekly/Monthly]
- Work Location: [Location/Remote/Hybrid]

Your primary responsibilities will include [brief description of key duties]. You will report directly to [Supervisor Name, Title]. This is a contract position and does not include benefits such as health insurance, paid time off, or retirement contributions unless otherwise specified in the attached contract agreement.

Please review the attached contract agreement carefully, which outlines the complete terms and conditions of your employment. If you accept this offer, please sign and return both copies of this letter and the contract agreement by [Date].

We are excited about the prospect of you joining our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Attachments: Contract Agreement, Company Policies

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