

Contract-to-Hire Offer Letter

Subject: Contract-to-Hire Opportunity - [Position Title]

Dear [Candidate Name],

We are excited to offer you a contract-to-hire position with [Company Name] as [Position Title]. This arrangement allows both you and our organization to evaluate the fit before transitioning to permanent employment.

Initial Contract Phase:

- Start Date: [Date]
- Contract Duration: [Number] months
- Compensation: [Rate/Salary]
- Evaluation Period: [Timeframe]
- Reports To: [Supervisor Name, Title]

Conversion to Permanent Employment:

- Target Conversion Date: [Date]
- Permanent Salary Range: [Range]
- Benefits Upon Conversion: [List key benefits]
- Evaluation Criteria: [Performance metrics]

During the contract phase, you will perform the same responsibilities as a permanent employee would in this role, including [list main duties]. Your performance, cultural fit, and business needs will be evaluated throughout the contract period. We will conduct a formal review at [timeframe] to discuss your progress and the potential conversion timeline.

Upon successful conversion to permanent employment, you will be eligible for our full benefits package, including health insurance, retirement plans, paid time off, and professional development opportunities.

Please review the attached contract agreement and return signed documents by [Date]. We are optimistic about your future with our company.

Sincerely,

[Your Name]

[Your Title]

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