Temporary Appointment Letter Format

[Your Company Letterhead]

[Date]

[Employee Name and Address]

Dear [Employee Name],

We are pleased to offer you a temporary appointment as a [Position Title] in [Department Name], effective from [Start Date] to [End Date]. The terms and conditions of your employment will be as follows:

1. Position Title: [Position Title]
2. Department: [Department Name]
3. Start Date: [Start Date]
4. End Date: [End Date]
5. Salary: [Salary]
6. Working Hours: [Working Hours]
7. Benefits: [Benefits]

During your employment, you will be required to comply with all company policies and procedures and perform your duties to the best of your ability. Your performance will be subject to regular review and evaluation, and any extensions to your employment will be based on satisfactory performance.

Please confirm your acceptance of this offer by signing and returning the attached copy of this letter.

If you have any questions or concerns, please do not hesitate to contact us.

We look forward to having you on board as part of our team.

Sincerely,

[Your Name]

[Company Name]