

Temporary appointment letter for contract employment

Subject: Contractual Temporary Appointment

Dear [Employee Name],

We are pleased to appoint you temporarily as [Job Title] for a contractual period of [Duration], beginning [Start Date]. This appointment is specific to [Project/Department] and will conclude on [End Date] unless extended by mutual agreement.

Your roles and responsibilities will include [Brief Responsibilities]. Kindly acknowledge receipt of this letter and report to [Supervisor Name] on your joining date.

Best regards,

[Authorized Signatory Name]

[Designation]

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