

Temporary Employment Offer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am delighted to offer you a temporary employment opportunity with [Company Name]. We were impressed with your qualifications and experience, and we believe that you will make a valuable contribution to our team during this temporary assignment.

Job Title: [Temporary Position Title]

Department: [Department Name]

Employment Start Date: [Start Date]

Employment End Date: [End Date]

Work Schedule: [Days and Hours]

Compensation:

- Hourly Rate: [Hourly Rate]

- Payment Frequency: [e.g., Weekly/Bi-weekly/Monthly]

Job Duties and Responsibilities:

[Provide a brief overview of the responsibilities and tasks related to the temporary position.]

Eligibility for Benefits:

As a temporary employee, you will not be eligible for certain benefits, such as health insurance,

retirement plans, or paid time off. However, you may be eligible for [mention any specific benefits or perks, if applicable].

Confidentiality Agreement:

During your employment with [Company Name], you may have access to confidential information.

As a condition of employment, you will be required to sign a confidentiality agreement to protect the company's sensitive information.

Background Check and References:

This offer is contingent upon the successful completion of a background check and satisfactory references. Please provide the necessary information for us to conduct these checks promptly.

Acceptance Deadline:

We kindly request that you respond to this offer by [Acceptance Deadline Date] to confirm your acceptance of the temporary employment offer. Should you have any questions or need further clarification, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

We are excited to have you join us for this temporary opportunity and look forward to welcoming you to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]