

Formal job offer for a temporary role

Subject: Temporary Employment Offer

Dear [Candidate's Name],

We are pleased to offer you temporary employment with [Company Name] in the position of [Job Title]. This role will commence on [Start Date] and conclude on [End Date]. Your working hours will be [Hours], and you will report directly to [Supervisor's Name].

Your compensation will be [Salary/Hourly Rate], payable on a [weekly/monthly] basis. Benefits applicable during your temporary assignment include [list any benefits if applicable]. Please note that as a temporary employee, you are not eligible for long-term benefits such as retirement plans or permanent health coverage.

We kindly request that you confirm your acceptance of this offer by signing and returning this letter by [Deadline]. Should you have any questions, please feel free to reach out to us.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

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