

Contract-to-Hire Job Offer Letter

Date: _____

Candidate Name: _____

Address: _____

Dear _____,

We are pleased to offer you the position of **[Job Title]** with **[Company Name]** on a contract-to-hire basis. This letter outlines the terms and conditions of your temporary employment and potential conversion to a permanent role upon successful completion of the contract period.

Position & Period

Position: [Job Title]

Department: [Department]

Contract Term: [Number of months] months, starting on [Start Date].

Compensation

Hourly Rate/Salary: [Compensation Details]

Pay Schedule: [Bi-weekly/Monthly]

Hours & Benefits

- Expected weekly hours: [Number of hours] per week
- Eligibility for company benefits during contract period: [Specify benefits or state 'not eligible']

Contract-to-Hire Terms

At the end of the contract period, subject to satisfactory performance and business need, you may be offered permanent employment with [Company Name]. The terms and conditions of permanent employment, including benefits and compensation, will be communicated at that time.

Employment At-Will

Your employment will be at-will, meaning that either you or the Company may terminate the employment relationship at any time, with or without cause or notice.

Acceptance

Please indicate your acceptance of this offer by signing below and returning a copy to us by [Acceptance Deadline].

Signature (Candidate)

Date: _____

Signature (Company Representative)

Date: _____

