

Short-Term Employment Offer

Company Name

Date: _____

To: _____
Address: _____

Dear _____,

We are pleased to offer you short-term employment with Company Name on the following terms:

1. Position

You will be employed as: _____
Department: _____

2. Employment Period

Start Date: _____
End Date: _____

3. Working Hours

Standard working hours will be from _____ to _____, _____ days per week.

4. Compensation

Your rate of pay will be _____ per _____ (hour/week/month).

5. Duties and Responsibilities

You are expected to perform the duties and responsibilities as assigned by your supervisor.

6. Termination

Either party may terminate this employment with _____ days notice.

7. Other Terms

Additional terms (if any): _____

Please sign below to indicate your acceptance of this offer:

Employer Signature
Name: _____
Title: _____

Employee Signature
Name: _____
Date: _____