

# Temporary Employment Offer Letter

Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you the position of \_\_\_\_\_ at \_\_\_\_\_ on a temporary basis.

## Terms of Employment

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Compensation: \$ \_\_\_\_\_ per \_\_\_\_\_

Department/Location: \_\_\_\_\_

This temporary offer is contingent upon your agreement to abide by all \_\_\_\_\_ policies and procedures.

Please note that this position is temporary and does not carry any promise or implication of permanent employment.

## Next Steps

If you accept this offer, please sign and return this letter by \_\_\_\_\_.

We look forward to welcoming you to our team.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Candidate Signature

Date: \_\_\_\_\_