

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: _____