

Contract-to-Hire Offer Letter

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP Code]

[Date]

[Candidate Name]

[Candidate Address Line 1]

[Candidate Address Line 2]

[City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to offer you a position with [Company Name] as a contract-to-hire [Job Title]. This letter outlines the terms and conditions of your contract employment, as well as the process for possible conversion to a full-time hire.

1. Position and Reporting

Position: [Job Title]

Start Date: [Start Date]

Reporting To: [Manager/Supervisor Name and Title]

2. Contract Period

Initial contract duration: [number of months/weeks], commencing from your start date. Upon successful completion and review, there may be an opportunity for transition to a full-time role.

3. Compensation

Hourly/Monthly Rate: [Compensation Amount]

Payment Schedule: [e.g., bi-weekly/monthly]

4. Benefits

- [List contracted benefits, if any]
- Full-time benefits eligibility is subject to conversion and company policies.

5. Conversion to Full-Time Employment

The company may offer a full-time position at its discretion following the contract period, based on performance, business needs, and mutual agreement. Terms of full-time employment, including compensation and benefits, will be provided at the time of conversion.

6. Employment At-Will

This contract arrangement does not constitute a guarantee of future full-time employment. Both parties reserve

the right to terminate this agreement at any time, with notice as specified herein.

7. Confidentiality and Policies

You are expected to adhere to all company policies, including those regarding confidentiality, intellectual property, and conduct, during your engagement.

8. Acceptance

Please sign and date below to indicate your acceptance of this offer.

[Candidate Signature]

Date: _____

[Company Representative]

Date: _____