

# 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: \_\_\_\_\_