

# Temporary Employment Offer Letter

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

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

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

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

We are pleased to offer you temporary employment with [Company Name] as a [Job Title]. This letter sets forth the terms and conditions of your temporary employment with us.

## 1. Position and Reporting

Your position will be [Job Title], reporting to [Supervisor Name/Title]. Your starting date will be [Start Date], and this temporary assignment is expected to end on [End Date].

## 2. Compensation

You will be compensated at a rate of [Compensation Details, e.g., \$XX.XX per hour], subject to applicable tax withholdings and deductions.

## 3. Work Schedule

Your regular work schedule will be [Days and Hours, e.g., Monday through Friday, 9:00a.m. to 5:00p.m.], although company needs may require occasional adjustments.

## 4. Employment Status

This is a temporary, at-will position. Either you or [Company Name] may terminate employment at any time, with or without cause or notice.

## 5. Company Policies

As a temporary employee, you are expected to comply with all company policies and procedures. You may not be eligible for company benefits except as legally required.

## 6. Confidentiality

During and after your employment, you must maintain the confidentiality of any proprietary or confidential information obtained during your assignment.

## 7. Acceptance of Offer

Please indicate your acceptance of this offer by signing below and returning a signed copy to us.

Sincerely,

[Authorized Person Name]

[Title]

[Company Name]

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_