

# Temporary Employment Offer Letter

Date: [Date]

To: [Candidate Name]

Address: [Candidate Address]

Dear [Candidate Name],

We are pleased to offer you a temporary assignment through [Agency Name]. This letter outlines the details of your placement with our client, [Client Company Name].

## Assignment Details:

- **Position Title:** [Job Title]
- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Ongoing]
- **Work Location:** [Client Address]
- **Reporting Supervisor:** [Supervisor Name]

## Compensation and Hours:

- **Hourly Pay Rate:** \$[Amount] per hour
- **Pay Frequency:** [Weekly/Bi-weekly]
- **Work Schedule:** [Days and Hours, e.g., Mon-Fri, 9am-5pm]

## Terms of Assignment:

Please note that your employer is [Agency Name]. This assignment is temporary in nature and is "at-will," meaning that either you or [Agency Name] may terminate the assignment at any time, with or without cause or notice.

This offer is contingent upon the successful completion of [Background Check / Drug Screen / I-9 Verification].

## Acceptance:

To confirm your acceptance of this temporary assignment, please sign and return this letter by [Deadline Date].

Sincerely,

[Sender Name]  
[Sender Title]  
[Agency Name]

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**Candidate Signature:** \_\_\_\_\_

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