

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Fixed-Term Assignment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] on a fixed-term basis. This letter outlines the terms and conditions of your assignment.

1. Assignment Duration

Your assignment is scheduled to begin on [Start Date] and is expected to end on [End Date], unless terminated earlier or extended in writing by the company.

2. Reporting and Duties

You will report to [Manager Name/Title]. Your primary responsibilities will include [Brief Description of Main Duties].

3. Compensation

The company will pay you a [Gross Salary/Hourly Rate] of [Amount], payable in accordance with our standard payroll schedule.

4. Hours of Work

Your working hours will be [Number] hours per week, typically from [Start Time] to [End Time], [Days of the Week].

5. Benefits

As a fixed-term employee, you will be eligible for [List Benefits, e.g., prorated leave/statutory benefits] as required by law and company policy.

6. Termination

This assignment will automatically expire on the end date mentioned above. Either party may terminate this agreement prior to the end date by providing [Number] days' written notice.

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acceptance

I, [Candidate Name], accept the fixed-term assignment under the terms and conditions outlined above.

Signature: _____ Date: _____