

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer of Temporary Employment

Dear [Candidate Name],

We are pleased to offer you a temporary assignment through [Agency Name] for the position of [Job Title] with our client, [Client Company Name].

The details of your assignment are as follows:

- **Start Date:** [Start Date]
- **Expected End Date:** [End Date/Ongoing]
- **Reporting Manager:** [Supervisor Name]
- **Work Location:** [Client Address/Remote]
- **Pay Rate:** \$[Amount] per [Hour/Week]
- **Work Schedule:** [Days/Hours per week]

As a temporary employee of [Agency Name], you will be paid on a [Weekly/Bi-weekly] basis. Please note that this is a temporary assignment and does not guarantee permanent employment with the client or the agency. Either party may terminate this assignment at any time, with or without cause.

This offer is contingent upon the successful completion of [Background Checks/Drug Screening/Reference Checks].

To accept this offer, please sign and return this letter by [Deadline Date].

Sincerely,

[Recruiter Name]
[Recruiter Title]
[Agency Name]

Acceptance:

I accept the temporary assignment as outlined above.

Signature: _____ Date: _____