

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the temporary position of [Job Title] at [Company Name]. This assignment is scheduled to begin on [Start Date] and is expected to end on or about [End Date]. Please note that this date is an estimate and the assignment may be shortened or extended based on business needs.

The details of your temporary assignment are as follows:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Compensation:** \$[Amount] per [Hour/Week]
- **Work Schedule:** [Days/Hours per week]

As a temporary employee, you [will/will not] be eligible for company benefits, except as required by law. This offer is contingent upon the successful completion of [Background Check/Drug Screen/Reference Checks].

Your employment with [Company Name] is "at-will," meaning that either you or the company may terminate the employment relationship at any time, with or without cause or advance notice.

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

Sincerely,

[Name]

[Title]

[Company Name]

Acceptance:

I accept the temporary assignment as outlined above.

Signature: _____ Date: _____