

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Candidate Name]

[Candidate Address]

Dear [Candidate Name],

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

Employment Period: Your temporary assignment is scheduled to begin on [Start Date] and is expected to end on or around [End Date]. Please note that this date is subject to change based on business needs.

Compensation: You will be paid [Amount] per [Hour/Week/Month], payable on the company's regular pay dates.

Reporting: In this role, you will report to [Supervisor Name], [Supervisor Title]. Your working hours will be [Work Hours/Schedule].

At-Will Employment: Employment with [Company Name] is "at-will." This means that either you or the company may terminate the employment relationship at any time, with or without cause or advance notice.

Conditions of Employment: This offer is contingent upon [Background Check/Drug Screen/Eligibility to work in the US].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

Acceptance:

I accept the offer of temporary employment as outlined above.

Signature: _____ Date: _____