

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of Administrative Support Specialist on a contract-to-hire basis. We believe your skills and experience will be a valuable asset to our team.

Assignment Details:

- **Position Title:** Administrative Support
- **Start Date:** [Date]
- **Contract Duration:** [Number of Months, e.g., 3 or 6 months] evaluation period.
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Hours per week/Shift times]

Compensation:

During the contract period, you will be paid an hourly rate of \$[Rate] per hour. Payment will be issued on a [Weekly/Bi-weekly] basis.

Conversion Terms:

This is a "Contract-to-Hire" placement. Upon successful completion of the evaluation period and based on performance and business needs, [Company Name] may extend an offer for permanent, full-time employment. Transition to a permanent role is at the sole discretion of the company and is not guaranteed.

Contingencies:

This offer is contingent upon the successful completion of [Background Check/Drug Screen/Reference Checks] and providing proof of your legal right to work in the United States.

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

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the contract-to-hire offer as outlined above.

Signature: _____ Date: _____