

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title, e.g., Junior Graphic Designer]** at **[Company Name]** on a contract-to-hire basis. We were impressed by your portfolio and believe your creative skills will be a great asset to our design team.

Contract Phase Details:

- **Start Date:** [Start Date]
- **Contract Duration:** [Number] months (Evaluation Period)
- **Hourly Rate:** \$[Amount] per hour
- **Schedule:** [e.g., Monday to Friday, 40 hours per week]
- **Reporting Manager:** [Manager Name, Title]

Contract-to-Hire Terms:

This initial contract period serves as a trial phase. Upon successful completion of the [Number]-month period and a performance review, **[Company Name]** intends to convert this role into a full-time, permanent position. Conversion is contingent upon business needs and individual performance.

Potential Full-Time Benefits:

Should you transition to full-time employment, you will become eligible for our standard benefits package, which includes [List key benefits, e.g., health insurance, paid time off, and retirement plans].

Equipment and Intellectual Property:

[Company Name] will provide the necessary software and hardware for your assignments. All creative work, designs, and source files produced during this contract remain the sole property of [Company Name].

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the contract-to-hire offer for the position of [Job Title] as outlined above.

Signature: _____ Date: _____