

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Employment - Engineering Staff (Contract-to-Hire)

Dear [Candidate Name],

We are pleased to offer you the position of [Engineering Job Title] at [Company Name]. This is a contract-to-hire position facilitated through [Staffing Agency Name, if applicable].

1. Contract Period: Your initial contract period will begin on [Start Date] and is expected to last for [Number] months. During this time, your performance and fit within the engineering team will be evaluated for a potential transition to a full-time permanent role.

2. Compensation: During the contract period, you will be compensated at an hourly rate of \$[Amount] per hour. Payment will be processed on a [Weekly/Bi-weekly] basis.

3. Responsibilities: In this role, you will report to [Manager Name/Title]. Your primary duties will include [Briefly list key engineering tasks, e.g., systems design, CAD modeling, or code development].

4. Conversion Terms: Upon successful completion of the contract period and a positive performance review, [Company Name] may extend an offer for permanent, full-time employment. Permanent employment would include eligibility for our standard benefits package, including health insurance and retirement plans.

5. Contingencies: This offer is contingent upon the successful completion of a background check and verification of your legal right to work in [Country].

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

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the terms of this Contract-to-Hire offer.

Signature: _____ Date: _____