[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title, e.g., Junior Accountant] at [Company Name] on a contract-to-hire basis. We believe your experience in [Specific Skill, e.g., Financial Reporting] will be a valuable asset to our finance team.

Contract Period:
Your contract assignment is scheduled to begin on [Start Date] for an initial duration of [Number] months. This period serves as an evaluation timeframe for both you and the company to determine long-term fit.

Compensation:
During the contract phase, you will be paid an hourly rate of $[Amount] per hour, payable on a [Weekly/Bi-weekly] basis.

Duties and Responsibilities:
In this role, your primary responsibilities will include:
- [Responsibility 1, e.g., Managing accounts payable/receivable]
- [Responsibility 2, e.g., Assisting with month-end closing procedures]
- [Responsibility 3, e.g., Preparing financial statements and reconciliations]

Potential for Full-Time Conversion:
Upon successful completion of the contract period and based on your performance and business needs, [Company Name] may extend an offer for regular, full-time employment. Full-time conversion typically includes eligibility for our corporate benefits package, including [List basic benefits, e.g., Health Insurance, 401k, and Paid Time Off].

Terms of Engagement:
This offer is contingent upon the successful completion of a background check and verification of your eligibility to work. Please note that this contract does not guarantee permanent employment.

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

Sincerely,

[Hiring Manager Name]
[Title]
[Company Name]

Acceptance:

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

Signature: ___________________________ Date: __________