

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Healthcare Facility Name] on a contract-to-hire basis through [Staffing Agency Name].

Position Details:

- **Role:** [Job Title]
- **Department:** [Department Name]
- **Contract Start Date:** [Date]
- **Contract Duration:** [Number of Months/Hours]
- **Reporting Manager:** [Manager Name]

Compensation and Terms:

- **Hourly Rate:** \$[Amount] per hour.
- **Schedule:** [Shift Details, e.g., Monday-Friday, 8:00 AM - 5:00 PM].
- **Overtime:** [Eligibility for overtime pay].

Contract-to-Hire Conversion:

This is a "Contract-to-Hire" arrangement. Upon completion of [Number] hours or months of service, [Healthcare Facility Name] will evaluate your performance. At that time, you may be eligible for a transition to regular, full-time employment with the facility, subject to mutual agreement and performance standards.

Requirements:

This offer is contingent upon the successful completion of the following:

- Verification of professional licenses and certifications ([List specific licenses]).
- Background check and drug screening.
- Verification of immunization records/health screenings.
- Completion of required facility orientation.

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

Sincerely,

[Sender Name]
[Title]
[Company/Agency Name]

Acceptance:

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

Signature: _____ Date: _____