

[Company Name]
[Company 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 [Job Title] at [Company Name] on a contract-to-hire basis. We were impressed with your skills and believe you will be a valuable asset to our team during this evaluation period.

Contract Terms:

Your contract period is scheduled to begin on [Start Date] and is expected to last for a duration of [Number] months (the "Evaluation Period"). This period allows both you and the company to assess the fit for a long-term permanent role.

Compensation:

During the contract phase, you will be compensated at a rate of \$[Amount] per [Hour/Month]. You will be paid on a [Weekly/Bi-weekly] basis.

Conversion Potential:

Upon successful completion of the Evaluation Period, and based on your performance and business needs, [Company Name] may extend an offer for full-time, permanent employment. Conversion to a permanent role is at the sole discretion of the company and is not guaranteed.

Benefits:

As a contract employee, you [will / will not] be eligible for company-sponsored benefits such as health insurance or paid time off during the initial contract term. Eligibility for these benefits will begin if and when you transition to permanent status.

At-Will Employment:

Your employment during the contract period is "at-will," meaning either you or [Company Name] may terminate the relationship at any time, with or without cause or notice.

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 as outlined above.

Signature: _____ Date: _____