

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

[Date]

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

Subject: Offer for IT Contract-to-Hire Placement

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] on a contract-to-hire basis. We were impressed with your technical skills and believe you will be a valuable asset to our IT department.

Position: [Job Title]

Contract Start Date: [Start Date]

Contract Duration: [Number of months, e.g., 6 months]

Hourly Rate: \$[Amount] per hour

Contract Terms:

During the contract period, you will be employed through [Staffing Agency Name / Independent Contract]. You will be responsible for [Brief list of primary duties/projects]. Your performance will be evaluated throughout this period to determine eligibility for a full-time, permanent position with [Company Name].

Conversion Potential:

Upon successful completion of the contract period and based on performance and business needs, [Company Name] intends to consider you for a permanent role. If converted, your salary and benefits package will be negotiated at that time.

Reporting Structure:

You will report directly to [Supervisor Name/Title]. Your standard working hours will be [Start Time] to [End Time], [Days of the Week].

Contingencies:

This offer is contingent upon the successful completion of a background check, drug screening, and verification of your legal right to work in the United States.

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

Sincerely,

[Name of Hiring Manager/HR Representative]
[Title]

Acceptance:

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

Signature: _____ Date: _____