

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

Dear [Candidate Name],

We are pleased to offer you the position of **Legal Counsel** at [Company Name] on a contract-to-hire basis. This letter outlines the terms of your engagement.

1. Contract Phase

Your initial engagement will be for a period of [Number] months, starting on [Start Date]. During this period, you will be employed by [Company Name/Staffing Agency] and provide services to the Legal Department.

2. Compensation

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

3. Conversion Opportunity

At the conclusion of the contract period, or earlier at the company's discretion, your performance will be evaluated for a potential transition to a regular, full-time employee position. Conversion is subject to satisfactory performance and business needs.

4. Full-Time Terms (Post-Conversion)

Upon successful conversion to a full-time employee, your annual salary will be \$[Amount]. You will also become eligible for the company's standard benefits package, including health insurance, retirement plans, and paid time off.

5. Responsibilities

Your duties will include, but are not limited to:

- Reviewing and negotiating commercial contracts.
- Providing legal advice on regulatory compliance.
- Managing corporate governance matters.
- Assisting with intellectual property and litigation issues.

6. At-Will Engagement

Please note that this contract-to-hire arrangement is "at-will," meaning either party may terminate the engagement at any time, with or without cause or notice.

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

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the terms of this contract-to-hire offer.

Signature: _____ Date: _____