

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer for Project Management Contract-to-Hire Position

Dear [Candidate Name],

We are pleased to offer you the position of **Project Manager** at [Company Name] on a contract-to-hire basis. We were impressed with your experience and believe your skills will be a significant asset to our project team.

Contract Terms:

- **Start Date:** [Start Date]
- **Contract Duration:** [Number of months, e.g., 6 months] initial evaluation period.
- **Compensation:** \$[Amount] per [hour/month].
- **Reporting Manager:** [Manager Name/Title].

Conversion Opportunity:

This is a contract-to-hire placement. Upon completion of the contract period, your performance will be evaluated for a full-time, permanent position within the company. Transition to permanent employment is contingent upon project needs and individual performance results.

Responsibilities:

In this role, you will be responsible for overseeing project timelines, coordinating cross-functional teams, managing budgets, and ensuring the successful delivery of [Project Name/Department Goals].

Contingencies:

This offer is contingent upon the successful completion of a [background check/reference check/drug screen].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____