

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Address: [Insert Address]

Offer of Contract-to-Hire Employment

Dear [Candidate Name],

We are pleased to offer you the position of **Warehouse Operations Associate** at [Company Name]. This is a contract-to-hire position facilitated through [Staffing Agency Name, if applicable].

Assignment Details:

- **Start Date:** [Insert Date]
- **Contract Period:** [Insert Number] months (The "Evaluation Period")
- **Work Schedule:** [Insert Days/Hours, e.g., Mon-Fri, 8:00 AM - 4:30 PM]
- **Reporting Manager:** [Insert Manager Name/Title]
- **Location:** [Insert Warehouse Address/Facility Name]

Compensation:

- **Hourly Rate:** \$[Insert Amount] per hour.
- **Overtime:** Paid at time-and-a-half for hours worked over 40 per week.

Contract-to-Hire Terms:

During the evaluation period, you will be an employee of [Staffing Agency Name/Contractor Status]. Upon successful completion of the evaluation period, and based on your performance and the company's business needs, [Company Name] intends to transition you to a regular, full-time employee status. Please note that this transition is not guaranteed and is subject to a formal performance review.

Primary Responsibilities:

- Receiving, scanning, and stocking incoming inventory.
- Picking, packing, and preparing orders for shipment.
- Operating warehouse equipment (e.g., pallet jacks, forklifts) safely.
- Maintaining a clean and organized work environment.
- Adhering to all safety protocols and OSHA standards.

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.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the Warehouse Operations Contract-to-Hire position as outlined above.

Signature: _____ Date: _____