

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

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

Subject: Offer of Fixed-Term Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This is a fixed-term contract position where you will be assigned to perform services at our client site: [Client Name] located in [Client City/Location].

1. Contract Duration

Your employment will commence on [Start Date] and is scheduled to end on [End Date], unless terminated earlier or extended in writing.

2. Reporting and Location

During this placement, you will report directly to [Manager Name/Title]. Your primary work location will be the [Client Name] offices at [Client Address].

3. Compensation

Your gross salary/rate will be [Amount] per [Hour/Month], payable in accordance with our standard payroll schedule.

4. Client Policies

As you will be working at a client site, you are required to adhere to both [Company Name] policies and the specific site rules, safety regulations, and security protocols of [Client Name].

5. Confidentiality

You will be required to sign a Non-Disclosure Agreement (NDA) regarding all proprietary information belonging to both [Company Name] and [Client Name].

6. Termination

This contract may be terminated by either party by providing [Number] weeks' written notice. Please note that if the client requests the termination of the project or your placement, this contract may conclude earlier than the date specified above.

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

Yours sincerely,

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

Acceptance

I, [Candidate Name], accept the terms and conditions of this fixed-term contract placement as outlined above.

Signature: _____ Date: _____