

[Date]

[Candidate Name]

[Candidate Address]

[City, Postcode]

Dear **[Candidate Name]**,

Subject: Offer of Interim Assignment

On behalf of **[Company Name]**, I am pleased to offer you the position of **[Job Title]** on a fixed-term interim basis.

The terms of your assignment are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date] (Subject to extension or earlier termination)
- **Reporting Manager:** [Manager Name/Title]
- **Location:** [Work Location/Remote Details]
- **Remuneration:** [Amount] per [Hour/Day/Month]
- **Payment Schedule:** [e.g., Monthly in arrears]

As this is an interim placement, your primary focus will be on the following objectives: **[Briefly list key deliverables or projects]**.

This offer is subject to the successful completion of **[Reference Checks/Background Checks/Right to Work Verification]**. You will be provided with a formal Fixed-Term Employment Agreement which will outline the full terms and conditions, including notice periods and confidentiality requirements.

To confirm your acceptance of this interim assignment, please sign and return a copy of this letter by **[Date]**.

We look forward to having you join the team and benefit from your expertise during this period.

Yours sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]

Acceptance:

I, **[Candidate Name]**, accept the offer of the interim assignment as outlined above.

Signed: _____ Date: _____