

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

[Date]

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

Subject: Offer of Employment - Maternity Cover (Fixed-Term Contract)

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] on a fixed-term basis to provide maternity cover. This offer is subject to [mention any contingencies, e.g., reference checks/background checks].

Contract Duration:

This is a fixed-term contract. Your employment is expected to commence on [Start Date] and is scheduled to end on or around [End Date], or upon the return of the employee currently on leave.

Remuneration:

Your gross salary will be [Amount] per [Year/Month], payable in accordance with the company's standard payroll cycle.

Hours of Work:

Your working hours will be [Number] hours per week, from [Start Time] to [End Time], [Days of the week].

Reporting Line:

You will report directly to [Manager Name/Title].

Notice Period:

During this fixed-term contract, the notice period for termination by either party is [Number of weeks/months].

Benefits:

You will be entitled to [List benefits, e.g., pro-rata holiday entitlement, health insurance, etc.] as outlined in the attached Employee Handbook.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Deadline Date].

We look forward to having you join our team.

Yours sincerely,

[Sender Name]

[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms and conditions outlined above.

Signature: _____

Date: _____