

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

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

**RE: Offer of Fixed-Term Contract Placement**

Dear [Candidate Name],

We are pleased to offer you a fixed-term contract placement as a **[Job Title/Specialist Role]** at [Company Name]. We were impressed with your expertise and believe your skills will be instrumental to the success of the **[Project Name/Department]**.

The terms of your placement are as follows:

- **Contract Duration:** This is a fixed-term contract starting on [Start Date] and ending on [End Date], unless terminated earlier in accordance with the contract terms.
- **Reporting Manager:** You will report to [Manager Name], [Manager Title].
- **Remuneration:** Your compensation will be [Amount] per [Hour/Day/Month], payable on a [Weekly/Monthly] basis.
- **Work Location:** Your primary place of work will be [Office Location/Remote].
- **Scope of Work:** Your primary responsibilities will include [Briefly List Key Tasks or Reference Annex A].

**Conditions of Placement:**

This offer is contingent upon the successful completion of [Reference Checks/Background Checks/Right to Work Verification]. Attached to this letter is the formal Professional Services Agreement, which contains the full terms and conditions governing this placement, including confidentiality, intellectual property, and termination clauses.

To accept this offer, please sign and return a copy of this letter and the attached agreement by [Expiry Date].

We look forward to having you join our team for this project.

Sincerely,

[Sender Signature]

[Sender Name]  
[Sender Title]

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**Acceptance:**

I, [Candidate Name], accept the fixed-term placement offer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_