

[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] on a fixed-term contract basis.

1. Contract Duration

This contract is for a fixed term starting on [Start Date] and is scheduled to end on [End Date], unless terminated earlier in accordance with the terms of this agreement.

2. Reporting and Duties

You will report to [Manager Name/Title]. Your primary responsibilities will include [Brief Description of Duties].

3. Compensation

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

4. Working Hours

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

5. Benefits

During this fixed-term placement, you will be eligible for [List Benefits, e.g., Pro-rated Annual Leave, Health Insurance, etc.].

6. Termination

This contract will automatically expire on the end date mentioned above. Either party may terminate this agreement prior to the end date by providing [Notice Period] written notice.

7. Conditions of Offer

This offer is contingent upon [List Conditions, e.g., Background Check, Reference Checks, Right to Work Verification].

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

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

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

Signature: _____ Date: _____