

**Date:** [Insert Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Urgent Offer for Fixed-Term Contract Placement**

Dear [Candidate Name],

We are pleased to offer you a fixed-term contract position as [Job Title] at [Company Name]. Due to urgent project requirements, we would like to formally invite you to join our team on a temporary basis.

The details of your contract are as follows:

- **Contract Start Date:** [Insert Date]
- **Contract End Date:** [Insert Date]
- **Reporting Manager:** [Manager Name]
- **Remuneration:** [Amount] per [Hour/Month]
- **Work Location:** [Office Address / Remote]

As this is a fixed-term placement, your employment will automatically terminate on the end date mentioned above, unless extended in writing by mutual agreement. This role does not carry any expectation of permanent employment.

Please review the attached full contract for comprehensive terms and conditions, including confidentiality and notice periods. To accept this offer, please sign and return a copy of this letter by [Deadline Date].

We look forward to your immediate contribution to this project.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the fixed-term contract offer under the terms stated above.

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