

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you a temporary remote placement as a [Job Title] with [Company Name].

Placement Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date] (Subject to extension or early termination)
- **Reporting Manager:** [Manager Name]
- **Compensation:** \$[Amount] per [Hour/Month]

Remote Work Arrangements:

This is a fully remote position. You are expected to maintain a professional workspace with reliable internet connectivity. You will be required to be online and available during the core business hours of [Time Zone/Hours].

Equipment and Access:

[Company Name] will provide you with [List equipment, e.g., laptop, software access]. You are responsible for maintaining this equipment and returning it upon the completion of your placement. You must adhere to all company IT security and data privacy policies while working remotely.

Terms of Employment:

Please note that this is a temporary placement and does not guarantee permanent employment. Your engagement is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the temporary remote placement as described above.

Signature: _____ Date: _____