

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

[Date]

[Candidate Name]  
[Candidate Address]

**Subject: Offer of Fixed-Term Employment**

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This offer is for a fixed-term contract as part of our [Project Name/Season] intake.

**1. Contract Duration**

Your employment will commence on [Start Date] and is scheduled to end on [End Date], unless terminated earlier in accordance with the terms of this agreement.

**2. Compensation**

Your gross salary/rate will be [Amount] per [Hour/Month], payable on a [Weekly/Monthly] basis, subject to standard statutory deductions.

**3. Reporting and Location**

You will report to [Manager Name/Title] at [Work Location/Department].

**4. Working Hours**

Your working schedule will be [Number] hours per week, following the shift pattern assigned by your supervisor.

**5. Terms of Employment**

This offer is contingent upon the successful completion of [Background Checks/Reference Checks/Drug Screening]. As this is a fixed-term placement, there is no guarantee of permanent employment beyond the end date specified above.

**6. Acceptance**

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

We look forward to having you join our team.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Acceptance:**

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

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