

[Company Logo/Header]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Temporary Employment

Dear [Candidate Name],

We are pleased to offer you a temporary position as a **[Job Title]** with **[Staffing Agency Name]**, assigned to work at our client location, **[Client Company Name]**.

Assignment Details:

- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Ongoing]
- **Pay Rate:** \$[Amount] per [Hour/Week]
- **Pay Frequency:** [Weekly/Bi-weekly]
- **Work Schedule:** [Shift Hours, e.g., Mon-Fri, 8:00 AM - 4:30 PM]
- **Reporting Supervisor:** [Supervisor Name]
- **Work Location:** [Physical Address of Assignment]

Terms of Employment:

As a temporary employee, you will be employed by [Staffing Agency Name]. This assignment is "at-will," meaning either you or [Staffing Agency Name] may terminate the assignment at any time, with or without cause or notice. This offer is contingent upon the successful completion of [Background Check/Drug Screen/I-9 Verification].

Next Steps:

Please confirm your acceptance of this offer by signing below and returning this letter by [Deadline Date]. Once accepted, you will receive a link to complete your digital onboarding paperwork.

We look forward to having you on the team.

Sincerely,

[Sender Name]

[Title]

[Staffing Agency Name]

Acceptance:

I, [Candidate Name], accept the temporary assignment as outlined above.

Signature: _____ Date: _____