

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the seasonal position of **Tax Clerical Assistant** at [Company Name] for the upcoming tax season.

Employment Period:

This is a temporary, seasonal position. Your employment is scheduled to begin on [Start Date] and is expected to conclude on or around [End Date].

Compensation:

The hourly rate for this position is \$[Amount] per hour, payable on a [Weekly/Bi-weekly] basis.

Duties and Responsibilities:

In this role, your primary duties will include:

- Data entry and digital filing of tax documents.
- Greeting clients and managing front-desk reception.
- Scheduling appointments and answering phone inquiries.
- Assembling tax return folders for client pickup.
- Maintaining office supplies and general administrative support.

Schedule:

Your standard working hours will be [Start Time] to [End Time], [Days of the Week]. Please note that during peak deadlines, additional hours or weekend shifts may be required.

At-Will Employment:

Please understand that employment with [Company Name] is "at-will," meaning that either you or the company may terminate the employment relationship at any time, with or without cause or notice.

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 of seasonal employment as described above.

Signature: _____ Date: _____