

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

[Date]

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

Subject: Offer for Executive Interim Project - [Project Title/Role]

Dear [Candidate Name],

We are pleased to offer you the position of [Role Title] for a specific interim project at [Company Name]. We were impressed with your executive experience and believe your expertise is a perfect match for our current objectives.

1. Project Term:

This is a fixed-term interim engagement beginning on [Start Date] and estimated to conclude on or around [End Date]. This agreement may be extended by mutual written consent.

2. Scope of Work:

In this capacity, you will report to [Manager Name/Title]. Your primary responsibilities include:

- [Key Deliverable 1]
- [Key Deliverable 2]
- [Key Deliverable 3]

3. Compensation:

For your services, you will be compensated at a rate of \$[Amount] per [Hour/Day/Month]. Payment will be made according to our standard payroll cycle.

4. Completion Bonus (Optional):

Upon the successful completion of the project and attainment of all key milestones, you may be eligible for a performance bonus of \$[Amount].

5. Confidentiality and IP:

As an executive-level interim, you will have access to sensitive information. This offer is contingent upon the signing of our standard Non-Disclosure and Intellectual Property Agreement.

6. Termination:

Either party may terminate this project engagement by providing [Number] days' written notice.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the terms of the Executive Interim Project as outlined above.

Signature: _____ Date: _____