

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

[Date]

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

Subject: Offer of Fixed-Term Project Assignment

Dear [Candidate Name],

We are pleased to offer you a fixed-term assignment as a [Job Title] for the "[Project Name]" project at [Company Name].

1. Assignment Duration

This is a fixed-term engagement. Your assignment is scheduled to begin on [Start Date] and is expected to conclude on [End Date], or upon the completion of the project, whichever occurs first.

2. Compensation

In consideration for your services, you will be paid [Amount] per [Hour/Month/Project Milestone]. Payments will be made on a [Weekly/Bi-weekly/Monthly] basis.

3. Responsibilities

During this assignment, your primary responsibilities will include:

- [Key Task 1]
- [Key Task 2]
- [Key Task 3]

4. Terms of Engagement

Please note that this offer is for a fixed-term project and does not constitute an offer of permanent employment. Either party may terminate this agreement prior to the end date by providing [Number] days' written notice.

5. Confidentiality

As part of this project, you may have access to confidential company information. By accepting this offer, you agree to maintain strict confidentiality and not disclose any proprietary data to third parties.

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

We look forward to having you join the team for this project.

Sincerely,

[Name of Hiring Manager/HR Representative]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the fixed-term project assignment as outlined above.

Signature: _____ Date: _____