

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Urgent Project Assignment Offer - [Project Name/Reference]

Dear [Candidate Name],

We are pleased to offer you an urgent assignment as a [Job Title/Role] for the project titled "[Project Name]" at [Company Name]. Due to the immediate requirements of this initiative, we are looking for your expertise to begin work as soon as possible.

Assignment Details:

- **Start Date:** [Immediate / Date]
- **Estimated Duration:** [Number of weeks/months]
- **Project Scope:** [Brief description of tasks]
- **Compensation:** [Amount] per [Hour/Project/Month]
- **Reporting Manager:** [Manager Name]

As this is a time-critical project, please confirm your availability and acceptance of this offer by [Time/Date].

Upon your acceptance, we will send the formal contract and onboarding documentation via [Email/Portal].

We look forward to your immediate contribution to this project.

Sincerely,

[Your Name]

[Your Title]

[Company Name]