

[Date]

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

Dear [Candidate Name],

Thank you for interviewing for the [Original Job Title] position with [Company Name]. It was a pleasure learning more about your experience and skills.

While we have decided to move forward with another candidate for that specific permanent position, our team was very impressed with your background. We believe your expertise is a great match for a current priority project we are launching.

We would like to offer you a contract-based role as a [Contract Job Title]. The details of the assignment are as follows:

- **Project Duration:** [Start Date] to [End Date/Estimated Duration]
- **Rate:** [Pay Rate] per [Hour/Day]
- **Scope of Work:** [Brief Description of Responsibilities]

Please let us know if this alternative arrangement interests you. If so, we will send over the formal contract agreement and onboarding paperwork for your review.

We look forward to the possibility of working with you.

Best regards,

[Your Name]  
[Your Title]  
[Company Name]