

Temporary Job Offer Letter

Date: _____

Candidate Name: _____

Address: _____

Dear _____,

We are pleased to offer you the position of _____ at _____ on a temporary basis. This position will commence on _____ and is expected to end on _____.

The terms and conditions of your temporary employment are as follows:

- **Position:** _____
- **Department:** _____
- **Reporting to:** _____
- **Hourly/Wage Rate:** _____
- **Working Hours:** _____
- **Employment Period:** _____ to _____
- **Other Terms:** _____

As a temporary employee, you will not be eligible for company benefits, unless otherwise specified in writing.

Please indicate your acceptance of this offer by signing and returning this letter by _____.

We look forward to welcoming you to the team.

Sincerely,

Authorized Signature

Title

Employee Signature

Date