**TEMPORARY APPOINTMENT LETTER**

Current date

Candidate's full name

Candidate's address

Dear Candidate's full name,

On behalf of our hiring team, I am happy to tell you that you have been selected for the role of [Temporary position's name] at our company, Hiring company's name. This is a temporary position that starts on The temporary position's start date and ends on The temporary position's end date . Given that this is a fixed-term position, both you and the company have the full right to terminate this agreement at any time, without the need for an official reason, via a written notice.

Your working hours are The temporary position's exact working schedule and you will be reporting to the name and position of the person that the temporary employee needs to report to. The main tasks of the role are The work tasks that the temporary employee needs to perform to be successful in the role.

Should you accept our offer, you would be entitled to the following compensation and benefits:

Monthly salary

Other benefits

We would like a response from you by Temporary employment letter response deadline. If you have any other questions regarding our company or this specific position, please feel free to contact me at The sender's phone and email address**.**

Thanks again for your interest in working with us and we look forward to having you on board.

Regards,

Sender's name