**Temporary Position Job Offer**

[Candidate Name]  
[Street Address]  
[City, State, Zip code]

Dear [Candidate Name]:

On behalf of [Company Name], I am pleased to offer you a temporary short-term position as [job title], expected to last from [beginning date] to [end date].

As we discussed, in this position your compensation will be $[amount] per hour. This position is considered a nonexempt position for purposes of federal wage and hour law, which means that you will be eligible for overtime time pay for hours worked in excess of 40 in a given workweek.

This position is regularly scheduled to work approximately [number] hours per week. Your work hours are from [time] to [time], Monday through Friday.

Under the terms of [Company Name]’s benefits plan and policies, you are eligible for [insert information on available benefits].

This offer of temporary short-term employment, if not previously accepted by you, will expire seven days from the date of this letter. If additional time for consideration is necessary, please make this request as soon as possible. If you wish to accept the offer, please sign below and return the letter to me within the prescribed time.

We recognize that you retain the option, as does [Company Name], of ending your employment with [Company Name] at any time, with or without notice and with or without cause. As such, your employment with [Company Name] is at will, and neither this letter nor any other oral or written representations may be considered a contract.

Should you have any questions, please do not hesitate to contact me at [contact information].

Sincerely,

[Name]  
[Job title]

I accept the offer of temporary employment set forth above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_  
Signature                                       Date