**Temporary Employment Offer Letter**

From,

Seth Farley

6216 Denman Avenue

Seattle Utah 81202

(888) 106-8550

[bestletter01@gmail.com](mailto:bestletter01@gmail.com) 01/04/2000

To,

Judith Floyd

361-7936 Feugiat St.

Williston Nevada 58521 Subject: ( ) Dear Judith Floyd,

This letter is to inform you of your temporary employment at the [company] as a [position] starting from [date]. Your assignment will be effective with a salary of [amount] per day and it will end on [date].

We are excited to offer you this position, should you choose to accept it. As informed to your earlier, this position is not eligible for the company benefits. On your first day, you should report to [reporting manager] at [time] sharp. Please keep the necessary employment paperwork handy.

Our normal office working hours are [time] to [time] including the lunch hour. We will try to provide you a 2-day notice before overtime and you will be paid [amount] per hour for every extra hour you are made to work. In the meantime, you can contact me if you have any concerns.

Sincerely,

(Your Signature Here)

Seth Farley (Your Job Title)