TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Temporary Appointment Letter

Dear **[NAME]**

It is my pleasure to offer you a temporary short-term position as a computer engineer with Probusiness Tools. This appointment will begin **[DATE]** and terminate **[DATE]**. If our new product does not launch as scheduled, there is a possibility we may extend your employment. If this happens, we will make a new offer at that time. Your project manager is Carrie Streeter. You will report directly to her.

This position is 40 hours a week with the option of overtime. As it is a temporary position, you will not be eligible for company benefits, health care, or the 401K plan.

Your employment at Probusiness Tools is “at will.” Therefore, you are not under a contract, and either you or Probusiness Tools retain the option of terminating this employment at any time, with or without notice or cause.

Please come to our HR office to complete the state-mandated background checks and security clearances a week prior to your start date. Bring proof of your identity in the form of a driver’s license, birth certificate, passport, or government-issued ID card. Bring a signed and dated copy of this letter. We will also need documentation of your authorization to work in the United States.

We are glad to have you aboard and hope you enjoy your time with Probusiness Tools. Contact me if you have any questions.

Sincerely,