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]**

To Whom This May Concern,

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, **[NAME]**. This is a temporary position that starts on **[DATE]**and ends on **[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:

**[ENTER]**

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