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]**

On behalf of our hiring team, I am happy to tell you that you have been selected for the role of a sales representative at our company, **[NAME]**. This is a temporary position that starts on the **[DAY DATE]** of this year and ends on the**[DAY 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 **[DAY DATE]**., with a half-hour lunch break that you can take at any time during those hours. You are also entitled to work overtime, with overtime pay being 50% more than regular pay. You would be reporting to Angela Winters, our Head of Sales. The main tasks for the role are assisting customers who want to purchase our products and using specific selling techniques to convince them that doing business with us is beneficial for them.

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

**[ENTER]**

Regards,