

## ***Sample Temporary Employment Letter***

[Date]

Dear [Name],

[Company Name] is pleased to offer you a position as a temporary employee. Your assignment is expected to begin on [Date] and last approximately [Length of Time or Other Completion Criteria]. However, please note that [Company Name] is not guaranteeing employment for any specific length of time. Your employment remains at-will, meaning that employment may be terminated by either you or [Company Name] at any time with or without cause and without advance notice.

[Company Name] may wish to change your status from temporary employee to regular employee at some later point. This change can only be accomplished through written notification from [Company Name]. Oral representations regarding employment status are not sufficient to create a change in employment status.

As a temporary employee you may be ineligible for certain benefits which are offered to regular employees, including the following: [Health Insurance, Vision Insurance, Dental Insurance, Life Insurance, Paid Holidays, Paid Vacation, Sick Leave, Paid Time Off, Parking Allowance, 401(k) Plan, Employee Assistance Plan, Bonuses, etc.]

On your first day, you should report to [Name] at [Location] at [Time]. Please be sure to bring evidence of U.S. citizenship or proof that you are legally entitled to work and live in the U.S. Federal law requires [Company Name] to examine employment eligibility documents within three business days after you begin work.

Finally, please note that this offer of temporary employment is contingent upon [Company Name] obtaining satisfactory results after conducting [Reference Checks, Background Checks, Credit Checks, Drug Tests, Medical Evaluations]. This letter has been provided as a matter of convenience and should not be construed as an employment contract.

Please feel free to contact [Name] at [Number] if you have any questions or would like additional information. [Company Name] looks forward to working with you.

Sincerely,

[Name]