# Offer letter: seasonal or temporary employee

[Company name]
[Address]

[Date]

Dear [Candidate first name],

We are happy to offer you a seasonal position as [Job title] at [location] for the [season] season.

- Expected dates: [Start date] to about [Expected end date]. The end date may move earlier or later depending on business needs; we will tell you as soon as we know.
- Pay: $[00.00] per hour[, plus a $__ per hour shift differential for __ shifts]
- Overtime: 1.5 times your regular rate for hours over 40 in a workweek. During [peak dates], expect up to [___] hours a week.
- Shifts: [shift times], scheduled [___] days in advance through [scheduling app or posted schedule]
- Training: [paid orientation date and time]
- Safety gear: [what is provided, and what to wear, such as closed-toe safety shoes]
- Benefits: [Paid sick time as required by state or local law / employee discount / not eligible for health plan]

Seasonal employment ends on the last day of the assignment unless we offer you, in writing, a regular position.

Please bring documents for Form I-9 to orientation.

Employment with [Company name] is at will. This means that you or the company may end the employment relationship at any time, with or without cause or notice. Nothing in this letter is a contract for a fixed term of employment.

Please sign and return by [deadline date].

Thank you,

[Name]
[Title]

## Acceptance

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I accept this offer on the terms above. I understand that my employment is at will and that this letter is not a contract for any fixed period of employment.

| | |
|---|---|
| Candidate signature | Date |
| For the company | Date |

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