

Simple appointment letter for temporary staff

Subject: Appointment Confirmation on Contract Basis

Dear [Employee's Name],

We are glad to confirm your appointment as [Position] on a temporary contract with [Company/Organization Name]. Your contract will begin on [Start Date] and end on [End Date].

The agreed salary for this period is [Salary Amount]. Your primary responsibilities will include [Key Duties].

Kindly acknowledge and return a signed copy of this letter to confirm your acceptance.

Regards,

[Your Name]

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