

Casual appointment email for contract staff

Subject: Welcome Onboard as Contract Staff

Hi [Employee's Name],

Weâ€™re excited to have you join us as [Job Title] on a contract basis starting [Start Date]. Your contract will run until [End Date], and your pay will be [Salary Details].

Weâ€™ll provide you with all the necessary resources and guidelines on your first day. Please reply to this email confirming your acceptance.

Looking forward to working together!

Best,

[Your Name]

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