

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Letter for Fieldwork

We are pleased to confirm your employment with [Company Name] as a [Job Title] for the duration of your fieldwork scheduled from [Start Date] to [End Date].

As part of your role, you will be responsible for [briefly outline responsibilities and objectives]. You will report to [Supervisor's Name] and work collaboratively with [team/department] on [specific projects or assignments].

Your expected work hours will be [work schedule], and you will be compensated at a rate of [salary/ hourly wage].

Please confirm your acceptance of this position by signing below and returning a copy of this letter by [confirmation deadline].

We look forward to your contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

I, [Recipient Name], accept the terms outlined in this employment letter.

Signature: _____

Date: _____