

Employment Statement Template for Temporary Staff

An **employment statement template for temporary staff** provides a clear outline of job roles, responsibilities, and terms for short-term employees. It ensures both parties understand their commitments, promoting transparency and legal compliance. Using this template streamlines the onboarding process and enhances workforce management.

Temporary Staff Employment Statement

Employee Name: _____

Job Title: _____

Department: _____

Start Date: _____ **End Date:** _____

Working Hours: _____

Reporting To: _____

Key Responsibilities:

- _____
- _____
- _____

Terms of Employment:

- Duration of employment is temporary and will conclude on the specified end date unless otherwise agreed in writing
- Compensation: _____
- Other benefits (if applicable): _____
- Notice period for early termination: _____

Agreements

By signing below, both parties acknowledge understanding and acceptance of the above terms of employment.

Employee Signature: _____ Date: _____

Employer/Manager Signature: _____ Date: _____