

Part-Time Work Offer Letter

Date: _____

Candidate Name: _____

Address: _____

Dear [Candidate Name],

We are pleased to extend to you an offer of part-time employment with [Company Name] . Your start date will be [Start Date] , working in the position of [Job Title] .

Terms of Employment

Work Schedule: You will be expected to work [XX] hours per week, according to a mutually agreed schedule.

Compensation: Your hourly wage will be [XX.XX] per hour, payable on a [weekly/bi-weekly/monthly] basis.

Duration: This is a part-time position and does not guarantee any specific period of employment. Your employment with [Company Name] is at-will.

Benefits: As a part-time employee, you may be eligible for certain benefits in accordance with company policies and local regulations.

Acceptance of Offer

Please sign and return this letter to confirm your acceptance of this offer. If you have any questions, please feel free to contact us.

We look forward to having you on our team.

Sincerely,

[Hiring Manager Name]

[Title]

[Company Name]

Accepted by:

[Signature]

[Date]