

# Part-Time Employment Offer Letter

Date: [Insert Date]

[Candidate Name]

[Candidate Address]

[City, State ZIP Code]

Dear [Candidate Name],

We are pleased to offer you the position of **Part-Time [Job Title]** at [Company Name], beginning on [Start Date]. This offer is contingent upon the completion of all required documentation and background checks.

Your anticipated work schedule will be [days/hours per week], and you will report to [Supervisor Name, Title]. Your compensation will be [\$ /hour or salary details], payable on a [weekly/bi-weekly/monthly] basis, subject to the standard deductions and withholdings.

As a part-time employee, you will be eligible for the benefits outlined in our employee handbook, which may be modified from time to time.

Please indicate your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

\_\_\_\_\_  
[Candidate Name]      Date: \_\_\_\_\_