

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the part-time position of [Job Title] at [Company Name] on a fixed-term basis.

### **1. Term of Employment**

This is a fixed-term contract. Your employment will commence on [Start Date] and is expected to end on [End Date], unless terminated earlier in accordance with the terms of this letter.

### **2. Working Hours**

Your working hours will be [Number] hours per week. Your schedule will generally be [Days/Times], though these hours may be subject to change based on business needs.

### **3. Compensation**

Your rate of pay will be \$[Amount] per [Hour/Month], payable in accordance with the company's standard payroll cycle.

### **4. Duties**

Your primary responsibilities will include [Brief Description of Key Duties]. You will report directly to [Manager Name/Title].

### **5. Benefits**

As a part-time fixed-term employee, you will be entitled to [List applicable benefits or "statutory benefits only"].

### **6. Termination**

Either party may terminate this agreement prior to the end date by providing [Number] weeks' written notice.

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance:**

I, [Candidate Name], accept the offer of part-time fixed-term employment as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_