

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

[Date]

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

Subject: Offer of Part-Time Employment

Dear [Candidate Name],

We are pleased to offer you the part-time position of [Job Title] at [Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

Position Details:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Number of hours] hours per week. Your typical schedule will be [Days/Hours].
- **Compensation:** \$[Amount] per [hour/month], payable on a [weekly/bi-weekly/monthly] basis.

Responsibilities:

In this role, your primary duties will include [briefly list 2-3 key responsibilities]. A full job description is attached for your reference.

Terms of Employment:

This offer is contingent upon [e.g., successful background check, reference checks, or proof of eligibility to work]. Please note that employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join us.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____ Date: _____