

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Conditional Offer of Part-Time Employment**

Dear [Candidate Name],

We are pleased to offer you the part-time position of [Job Title] at [Company Name]. Your skills and experience will be a valuable addition to our team.

**Employment Terms:**

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Number of hours] hours per week. Your typical schedule will be [Days/Times].
- **Compensation:** [Dollar Amount] per [Hour/Month].

**Conditions of Employment:**

This offer is contingent upon the successful completion of the following requirements:

- [Condition 1: e.g., Satisfactory background check]
- [Condition 2: e.g., Verification of right to work in the country]
- [Condition 3: e.g., Reference checks]
- [Condition 4: e.g., Signing of Non-Disclosure Agreement]

Please note that [Company Name] is an at-will employer. This means that 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].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Acceptance:**

I accept the conditional part-time offer of employment as outlined above.

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