

[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]. This is a remote position, and your primary work location will be your home office.

**Employment Terms:**

- **Start Date:** [Start Date]
- **Schedule:** [Number of hours] hours per week. Your expected working hours are [e.g., Monday to Wednesday, 9 AM to 1 PM].
- **Compensation:** Your pay will be \$[Amount] per [hour/month], payable on [Payment Schedule, e.g., every second Friday].
- **Supervisor:** You will report to [Manager Name], [Manager Title].

**Remote Work Requirements:**

As a remote employee, you are responsible for maintaining a reliable internet connection and a secure workspace. The company will provide [List equipment provided, e.g., laptop] to assist with your duties.

**Conditions of Employment:**

This offer is contingent upon [e.g., successful background check, signing of a non-disclosure agreement, or proof of work eligibility]. This is an "at-will" employment agreement, meaning either you or the company can terminate the relationship at any time.

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

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Acceptance:**

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

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