

[Date]

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

Dear [Candidate Name],

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

1. Term of Employment

Your employment will commence on [Start Date] and is scheduled to end on [End Date], unless terminated earlier in accordance with the terms of this agreement.

2. Hours of Work

This is a part-time position. You will be required to work [Number] hours per week. Your typical schedule will be [Days/Times of Work].

3. Compensation

Your rate of pay will be \$[Amount] per [Hour/Month], payable on a [Weekly/Bi-weekly/Monthly] basis, subject to standard payroll deductions.

4. Duties and Responsibilities

In this role, you will report to [Manager Name/Title]. Your primary responsibilities include [Brief List of Duties].

5. Terms and Conditions

This offer is contingent upon [Background Check/Reference Check/Right to Work Verification]. During your employment, you agree to abide by all company policies and procedures.

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

Sincerely,

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

Acceptance:

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

Signature: _____

Date: _____