

[Date]

[Candidate First and Last 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]. We were impressed with your skills and believe you will be a valuable addition to our team.

The terms of your employment are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Number of hours] hours per week, typically scheduled on [Days of the week/Shift times].
- **Compensation:** \$[Amount] per [hour/month], payable on a [weekly/bi-weekly] basis.
- **Location:** [Work address or Remote]

As a part-time employee, your eligibility for benefits will be [briefly describe eligibility, e.g., "in accordance with company policy as outlined in the employee handbook"].

This offer is contingent upon [mention contingencies such as background checks or proof of work eligibility]. Please note that employment with [Company Name] is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause.

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]

[Company Name]

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**Acceptance:**

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

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