

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

[Date]

[Candidate Name]
[Candidate Address]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This is a part-time, shift-based position.

Employment Terms:

- **Start Date:** [Date]
- **Pay Rate:** \$[Amount] per hour
- **Payment Schedule:** [Weekly/Bi-weekly]
- **Manager:** [Manager Name/Title]

Scheduling:

As a shift-based employee, your hours will vary. You will be expected to work approximately [Number] hours per week. Your specific schedule will be provided [Number of days] in advance via [Scheduling App/Email].

Responsibilities:

Your primary duties will include [Briefly list 2-3 main tasks].

Conditions:

This offer is contingent upon [Background check/Drug screen/Proof of work eligibility]. Employment is "at-will," meaning either you or the company can terminate the relationship at any time, with or without cause.

Please sign and return this letter by [Deadline Date] to indicate your acceptance.

Sincerely,

[Name of Sender]
[Title]

Acceptance:

[Candidate Signature]

[Date]