

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

Position Details:

- **Start Date:** [Start Date]
- **Reporting To:** [Manager Name/Title]
- **Work Schedule:** Approximately [Number] hours per week. Your specific schedule will be [Description of schedule, e.g., Monday, Wednesday, Friday from 9 AM to 2 PM].

Compensation:

Your hourly rate of pay will be **[\$[Amount]]** per hour, payable on a [Weekly/Bi-weekly] basis. This position is classified as non-exempt, meaning you are eligible for overtime pay for hours worked over 40 in a single workweek, in accordance with federal and state laws.

Conditions of Employment:

This offer is contingent upon [List contingencies, e.g., successful completion of a background check, reference checks, and proof of eligibility to work in the United States]. Employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Acceptance:

To accept this offer, please sign and return this letter by [Expiration Date].

We look forward to welcoming you to the team.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Acceptance Signature:

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

Signature: _____ Date: _____