

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

[Date]

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

Subject: Amended Offer of Part-Time Employment

Dear [Employee Name],

We are pleased to provide you with this amended offer letter for the part-time position of [Job Title] at [Company Name]. This document supersedes any previous offer letters or verbal agreements regarding your employment terms.

1. Position and Duties

You will be employed in the role of [Job Title]. Your primary responsibilities will include [brief description of duties]. You will report directly to [Manager Name/Title].

2. Work Schedule

This is a part-time position. Your schedule will consist of [Number] hours per week. Your typical working hours will be [Start Time] to [End Time], [Days of the Week]. Any changes to this schedule must be approved in advance by your supervisor.

3. Compensation

Your rate of pay will be \$[Amount] per [hour/month], payable in accordance with the company's standard payroll schedule. This position is classified as [Exempt/Non-Exempt] for purposes of overtime compensation.

4. Benefits

As a part-time employee, you will be eligible for [list benefits if applicable, e.g., pro-rated PTO, 401k]. You will not be eligible for [list excluded benefits, e.g., medical insurance].

5. At-Will Employment

Employment with [Company Name] is on an "at-will" basis. This means that either you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice.

6. Contingencies

This offer is contingent upon [list contingencies, e.g., background check, proof of right to work].

Please indicate your acceptance of these amended terms by signing and returning this letter by [Deadline Date].

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

I, [Employee Name], accept the amended terms of employment as described above.

Signature: _____ Date: _____