

[Date]

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

Dear [Employee Name],

Congratulations! We are pleased to formally offer you a transition from your temporary role to a regular Part-Time position at [Company Name], effective [Start Date].

We have been very impressed with your contributions during your temporary assignment, and we are excited to have you join our team on a more permanent basis. Below are the details regarding your new status:

- **Job Title:** [Job Title]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor Name]
- **Hourly Rate:** \$[Amount]
- **Schedule:** [Days/Hours per week]

As a part-time employee, you may now be eligible for certain company benefits, including [list key benefits, e.g., paid time off, retirement plan, etc.]. You will receive a separate packet containing detailed information on how to enroll in these programs.

Please review this letter and sign below to indicate your acceptance of this transition. Return the signed copy to Human Resources by [Deadline Date].

Welcome to the team! We look forward to your continued success with us.

Sincerely,

[Name]
[Title]
[Company Name]

Acceptance:

Signature: _____ Date: _____