

Employment Contract Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a part-time position as [Job Title] at [Company Name]. Your employment will commence on [Start Date] and will involve [Number of Hours] hours per week.

The terms of your employment are as follows:

- **Position:** [Job Title]
- **Hours:** [Number of Hours] per week
- **Hourly Rate:** [Hourly Rate]
- **Benefits:** [Briefly describe any benefits]

Please review the terms carefully. If you accept this offer, please sign and return this letter by [Response Date]. We look forward to having you as part of our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Accepted by: _____ Date: _____