

# Part-Time Contractual Offer Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a part-time position at [Company Name] as a [Job Title], effective [Start Date]. This position will report directly to [Supervisor's Name], [Supervisor's Title].

Your role will require you to work [Number of Hours] hours per week, and your hourly wage will be [Hourly Rate]. You will be eligible for the following benefits: [List Benefits, if applicable].

Your employment with us is contractual and will be subject to our company policies and procedures. Enclosed with this letter are the terms of your contract for your review.

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this offer. We look forward to welcoming you to the team!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]