

Part-Time Employment Confirmation

Date: [Insert Date]

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

Dear [Employee Name],

We are pleased to confirm your part-time employment with [Company Name] as a [Job Title].
Your employment will commence on [Start Date].

Your work schedule will be [Insert Work Schedule], and your hourly wage will be [Insert Hourly Wage]. As a part-time employee, you will be eligible for the following benefits: [List Benefits if applicable].

Please sign and return a copy of this letter to acknowledge your acceptance of this position.

We look forward to welcoming you to our team.

Sincerely,

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

[Employee Signature]
Date: _____