

Part-Time Job Offer

Dear [Candidate's Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We believe that your skills and experience will be a great addition to our team.

Job Details

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **Hours:** [Number of Hours per Week]
- **Pay Rate:** [Pay Rate per Hour]
- **Supervisor:** [Supervisor's Name]

Additional Information

Your employment with us will be part-time and subject to our company policies and procedures. You will be eligible for **[any applicable benefits]** as outlined in our employee handbook.

Please confirm your acceptance of this offer by signing below and returning this letter by **[Due Date]**.

Acceptance

[Candidate's Name]

Date: _____

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]