

# Acceptance of Part-Time Position

Date: [Insert Date]

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally accept the part-time position of [Job Title] at [Company Name] as discussed in our recent conversation. I am excited about the opportunity to contribute to your team and am grateful for the chance to work with such a respected organization.

I understand that my start date will be [Start Date] and my working hours will be [Working Hours]. Please let me know if there are any forms or additional information you need from me before I begin.

Thank you once again for this opportunity. I look forward to starting my journey with [Company Name].

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]