

Part-Time Service Engagement Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Engagement for Part-Time Services

Dear [Recipient Name],

I am pleased to confirm our agreement for my part-time engagement as [Your Role/Service] at [Company Name]. This letter outlines the terms and conditions of our engagement.

Scope of Services

I will provide the following services: [List of Services].

Duration

The engagement will commence on [Start Date] and will continue until [End Date or "terminated by either party"].

Compensation

My compensation will be [Rate of Pay] payable [Weekly, Bi-weekly, etc.].

Work Hours

I will be available to work [Specify Hours/Days].

Confidentiality

I agree to maintain confidentiality regarding any proprietary information received during the course of this engagement.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Thank you for the opportunity, and I look forward to contributing to [Company Name].

Sincerely,

[Your Name]

Accepted by:

[Recipient Name] _____ Date: _____