

Part-Time Position Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your part-time position as [Job Title] at [Company Name]. Your start date will be [Start Date], and you will report to [Supervisor Name].

Your hourly rate will be [Hourly Rate], and you are expected to work [Number of Hours] hours per week. Please note that your schedule will be [Work Schedule], and you will be eligible for [any benefits or conditions applicable].

We look forward to having you on our team and are excited about the contributions you will bring to [Company Name].

If you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]