

# Variable Hour Work Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your position with [Company Name] under a variable hour work agreement. The terms of your employment are as follows:

## Position

Your job title will be [Job Title], and you will report to [Supervisor's Name].

## Work Hours

Your working hours will vary based on [describe factors, e.g., business needs, project demands]. You may work anywhere from [insert minimum hours] to [insert maximum hours] per week.

## Compensation

Your hourly wage will be [insert wage], paid biweekly. Overtime pay will be provided for any hours worked in excess of 40 hours per week in compliance with applicable laws.

## Benefits

As a part-time employee, you will be eligible for [list any available benefits, if applicable].

## At-Will Employment

Your employment is at-will, which means that either you or [Company Name] can terminate the employment relationship at any time, with or without cause.

## Acceptance

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Employee Acknowledgment**

I, [Employee's Name], accept the terms outlined in this variable hour work agreement.

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[Employee's Signature]

[Date]