

# Part-time Position Terms Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to clarify the terms of my part-time position as [Job Title] at [Company's Name]. I appreciate the opportunity to be a part of your team and want to ensure that I fully understand my responsibilities and conditions of employment.

## Key Terms for Clarification

- Working hours: [Specify hours per week and days of work]
- Hourly wage/salary: [Specify wage/salary details]
- Job responsibilities: [Outline key responsibilities]
- Start date: [Specify start date]
- Duration of employment: [Specify duration, if applicable]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]