

Part-Time Employment Agreement

Date: [Insert Date]

Employee Name: [Employee Name]

Employee Address: [Employee Address]

Dear [Employee Name],

We are pleased to offer you a part-time position at [Company Name] as a [Job Title]. This letter outlines the terms and conditions of your employment.

1. Position

Your position will be [Job Title]. You will report to [Supervisor's Name].

2. Hours of Work

Your work schedule will be [Specify Days and Hours].

3. Compensation

Your hourly wage will be [Insert Hourly Wage]. You will be paid on a [Weekly/Bi-weekly/Monthly] basis.

4. Benefits

Your part-time position does not qualify for full-time employee benefits, but you are entitled to [Specify any applicable benefits].

5. Termination

This agreement may be terminated by either party with [Specify Notice Period] written notice.

Please sign and return a copy of this letter to indicate your acceptance of the terms and conditions of your employment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Signature

Date: _____