

Acceptance of Part-Time Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the part-time [Job Title] position at [Company Name], as discussed in our recent conversation on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [specific task or project related to the job].

As we agreed, my start date will be [Start Date], and I will be working [specific hours or schedule]. I appreciate the flexibility and support that [Company Name] offers to its employees.

Thank you once again for this wonderful opportunity. I look forward to being a part of [Company Name] and am eager to contribute to our mutual success.

Sincerely,

[Your Name]