

Part-Time Contract Offer

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a part-time position with [Company Name] as a [Job Title]. This position is effective from [Start Date] and will require you to work [Number of Hours] hours per week.

Your hourly wage will be [Hourly Wage] and you will report directly to [Supervisor's Name]. As a part-time employee, you will be entitled to [mention benefits if applicable, e.g., pro-rated vacation days, sick leave, etc.].

Please sign and return this letter by [Deadline for Acceptance] to confirm your acceptance of this offer.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]