

Confidential Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

[Email Address]

Dear [Candidate's Name],

We are pleased to extend to you a confidential job offer for the position of [Job Title] at [Company Name]. This is a part-time role, and we believe your skills and experiences are a great fit for our team.

Details of your offer are as follows:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Hourly Rate:** [Hourly Rate]
- **Reporting To:** [Supervisor's Name and Title]

This offer is conditional upon your agreement to maintain the confidentiality of this information until an official announcement is made.

Please sign and return this letter by [Return Date] to confirm your acceptance of this offer.

We are excited about the possibility of you joining our team and look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

Accepted by: _____ Date: _____