## **Confidential Job Offer**

[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: [Insert Date]
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[Your Title] [Company Name] [Company Address] [Company Phone Number]	Best regards,
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