

Job Offer Letter

Date: [Insert Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer for the position of [Job Title] at [Company Name]. This is a part-time flexible position that allows you to work [number of hours] per week, with the opportunity to choose your schedule within our operational hours.

Your starting pay will be [insert pay rate] per hour, and you will be eligible for [include any benefits or perks, if applicable].

Your first day of work will be [insert start date]. Please confirm your acceptance of this offer by signing and returning this letter by [insert deadline].

We are excited to welcome you to our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Candidate's Name]
Accepted by (Signature)