

# Job Offer Letter

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

This is a part-time position, and your working hours will be [Insert Hours] per week. The starting hourly wage will be [Insert Wage]. The details of your employment are as follows:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Insert Start Date]
- **Supervisor:** [Supervisor's Name]

Please confirm your acceptance of this offer by signing and returning this letter by [Insert Deadline]. We look forward to having you on our team.

If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]