

Acceptance of Part-Time Job Offer

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the part-time position of [Job Title] at [Company's Name], as offered in your letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [specific projects or goals].

As per our discussion, I confirm my acceptance of the position starting on [Start Date], working [Specify Days and Hours]. I appreciate the agreed-upon hourly rate of [Hourly Rate] and look forward to working under these conditions.

Thank you once again for this opportunity. Please let me know if you need any additional information or paperwork from my side prior to my start date.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]