

Job Offer Approval

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your part-time job offer for the position of [Job Title] at [Company Name] has been approved. We believe that your skills and experience will be valuable assets to our team.

Please find the details of your position below:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Hours:** [Hours per Week]
- **Hourly Rate:** [Hourly Rate]

We look forward to having you on board. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline].

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]