

# Confirmation of Part-Time Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your part-time employment with [Company Name] as a [Job Title]. Your start date will be [Start Date]. You will be reporting to [Supervisor's Name].

Your working hours will be [insert working hours], and your compensation will be [insert salary or hourly wage]. Please ensure that you complete all necessary paperwork before your start date.

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]