

Formal Agreement for Part-Time Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a part-time position as [Job Title] at [Company Name]. This letter serves as a formal agreement of your employment.

Job Details

Position: [Job Title]

Start Date: [Start Date]

Hourly Wage: \$[Hourly Wage]

Working Hours: [Number of Hours] hours per week

Terms of Employment

Your employment is subject to the following terms:

- Your employment is at-will.
- You will receive [insert benefits, if any].

Please confirm your acceptance of this offer by signing below and returning a copy by [Insert Deadline].

We look forward to having you on our team!

Sincerely,

[Employer's Name]

[Title]

Accepted by:

[Employee's Name]

Signature: _____

Date: _____