

Letter of Participation in Part-Time Employment

Date: [Insert Date]

To,

[Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

I am writing to formally express my enthusiasm for participating in the part-time employment opportunity at [Company's Name] as discussed on [insert date of discussion]. I am excited about the possibility to contribute to your team while balancing my academic obligations.

As a [Your Current Status, e.g., university student, recent graduate], I am eager to apply my skills in [mention relevant skills] and gain valuable experience in [mention relevant field or role]. I am available to work [insert your availability] and am committed to fulfilling my responsibilities to the best of my ability.

Thank you for considering my application. I look forward to the opportunity to discuss my participation in this part-time role further.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]