

Letter of Willingness to Accept Part-Time Job

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally express my willingness to accept the part-time position of [Job Title] at [Company's Name], as discussed during our recent conversation.

I am excited about the opportunity to contribute to your team and am confident that my skills and dedication will make a positive impact in this role.

Please let me know if you require any further information from my side to finalize the hiring process. I look forward to your positive response.

Thank you for this wonderful opportunity.

Sincerely,

[Your Name]