

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Date: [Date]

[Candidate Name]

[Candidate Address Line 1]

[Candidate Address Line 2]

Subject: Part-Time Employment Offer Letter

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]** on a part-time basis.

Terms of Employment

- **Start Date:** [Start Date]
- **Department:** [Department]
- **Working Hours:** [Days/Week], [Hours/Day]
- **Compensation:** [Hourly Rate/Salary]
- **Supervisor:** [Supervisor Name]

Please note that this offer is subject to the completion of all necessary documentation and verification processes.

We look forward to welcoming you to our team. Kindly acknowledge your acceptance by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance

I accept the offer as outlined above.

Signature

Date