**PART-TIME EMPLOYEE OFFER LETTER**

|  |  |
| --- | --- |
| [EMPLOYER'S NAME AND TITLE]  [COMPANY NAME]  [COMPANY ADDRESS] | Upload Your Logo |

Date: [DATE]

**RE: OFFER OF PART-TIME EMPLOYMENT**

Dear [CANDIDATE NAME],

On behalf of [COMPANY NAME], I am pleased to offer you part-time employment as a [JOB TITLE] starting on [START DATE].

In this role, you will be required to [DESCRIBE RESPONSIBILITIES].

The hourly rate for this position is $[AMOUNT], and you will be expected to work for [#] hours per week. Your compensation will be paid in regular [SCHEDULE] installments in accordance with the company’s standard payroll process and will be subject to applicable tax and other withholdings. As a non-exempt employee, you will be eligible for overtime pay.

As part of your compensation, we’re also offering [DESCRIBE BENEFITS].

Please sign and return this letter by [DATE] if you accept his employment offer. Feel free to contact us if you have any questions.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SENDER NAME AND TITLE]

[SENDER PHONE]

[SENDER EMAIL]

Acceptance

I formally accept the position offered in this letter and agree to authorize a legally binding employment contract within a reasonable time period.

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_