

PART-TIME EMPLOYEE OFFER LETTER

Date: _____

RE: OFFER OF PART-TIME EMPLOYMENT

Dear _____,

On behalf of _____, I am pleased to offer you part-time employment as a _____, starting on _____.

In this role, you will be required to:

The hourly rate for this position is \$_____, and you will be expected to work for ___ hours per week. Your compensation will be paid in regular _____ 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 _____.

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

Sincerely,

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: _____

Print Name: _____

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