

[Insert Company Logo/ Letterhead]

COMPANY NAME

[Company Owner/Role]

[Company Address]

DATE

NAME OF CANDIDATE

[Candidate Address]

Dear [First Name of Candidate],

I trust this letter finds you in good spirits.

[Provide a brief introduction about your company and its mission.]

On behalf of [INSERT COMPANY NAME], I am delighted to extend a part-time job opportunity for you to become a valuable member of our team. We are pleased to offer you the position of [INSERT PART-TIME JOB TITLE & DESCRIPTION]. As a member of our [INSERT TEAM NAME] team, you will be reporting directly to [INSERT HIRING MANAGER NAME].

Your part-time employment will commence on [ENTER START DATE]. The compensation offered for this role is [INSERT PART-TIME COMPENSATION AMOUNT & FREQUENCY]. Your working hours are [INSERT WORK SCHEDULE DETAILS].

Successful completion of your tasks may make you eligible for performance-based bonuses and pay increases, subject to evaluation on a [INSERT TIME FRAME] basis. Additionally, after a training period of [XX] weeks, you will be eligible to participate in our benefits program, which encompasses [INSERT BENEFIT OFFERINGS].

Please be advised that this job offer is contingent upon your ability to successfully pass a [insert background test, drug test, etc.], the details of which will be provided under separate cover.
[ADD AT-WILL STATEMENT]

Kindly confirm your acceptance or rejection of this part-time job offer by [INSERT DATE]. If you have any questions or need further clarification, please do not hesitate to reach out to me via email at [INSERT EMAIL] or by phone at [INSERT PHONE NUMBER].

We look forward to the possibility of you joining our team and contributing to our continued success.

Sincerely,

COMPANY OWNER NAME, POSITION

[INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT]