[Company letterhead] · [Date]

Dear [Candidate name],

We are pleased to offer you the part-time position of [Job title] at [Company].

Term	Details
Start date	[Date]
Hourly rate	[$ per hour], paid [frequency]
Expected hours	[e.g. 20 hours per week; schedule]
Overtime	[Policy]
Benefits	[Eligibility for part-time staff]

Please confirm your acceptance by [deadline].

Sincerely,
[Name, Title]

Signature _____ **Date** _____

Notes