Offer letter: part-time employee

[Company name]
[Address]

[Date]

Dear [Candidate first name],

We are glad to offer you a part-time position as [Job title] at [location], reporting to [Manager name].

- Start date: [Start date]
- Pay: $[00.00] per hour, paid [every other week]
- Hours: [___ to ___] hours a week, usually [days and times you discussed, such as weekday evenings and every other Saturday]. Hours are not guaranteed and follow the posted schedule.
- Availability: You told us you are available [availability]. Please tell your manager in writing at least [two weeks] before your availability changes.
- Overtime: If you work more than 40 hours in a workweek, you will be paid 1.5 times your regular rate.
- Benefits: Part-time employees are eligible for [paid sick time as required by law / employee discount / 401(k) after ___ hours]. [Not eligible for: list.]

Please bring documents for Form I-9 on your first day.

Employment with [Company name] is at will. This means that you or the company may end the employment relationship at any time, with or without cause or notice. Nothing in this letter is a contract for a fixed term of employment.

Please sign and return this letter by [deadline date].

Best regards,

[Name]
[Title]

Acceptance

I accept this offer on the terms above. I understand that my employment is at will and that this letter is not a contract for any fixed period of employment.

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Candidate signature

Date

For the company

Date

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