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Check the template below 👇🏼. Modify as per your requirements. The elements that need to be changed are highlighted in yellow for your convenience.

﻿﻿﻿

Dear [Candidate name]

This is in reference to your application dated [date] in connection with your part-time employment as [job title] in our establishment. We have the pleasure to offer you the position.

Your employment terms and conditions are as mentioned below:

* Job position [add job title and reporting manager details]
* Working hours [ the shift timings and how many days/week]
* Compensation and Bonus [mention the details]

To accept the offer, kindly sign and date this part-time job offer letter as mentioned below and email it to us by [mention email address and submission date]

You can contact the HR department at [provide contact details] in case of any questions or doubts.

Regards,

[Your Signature & Date]

[Your Name & Designation]

[Employee Signature & Date]

[Employee Name & Designation]