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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 [Employee name]

We are delighted to announce that we are extending your employment status from part-time to full-time, as of [date].

If you accept this offer, please find the related terms and conditions of your new employment contract below:

• Position - [job title] and reporting to [name of the department] department.

• Working hours [mentions the days of working and the timings]

• Compensation [mention gross annual salary]

• Bonus [if applicable]

• Benefits [ health, dental, maternity leave, sick leave, etc]

(You will be eligible for any employee benefits that the company may endorse in the future)

To accept this offer, sign, and date this full-time offer letter as indicated below and email it back to us by [date].

Feel free to contact the HR department [include contact details] or your supervisor, if you have any questions.

Sincerely,

[Your Name & Designation]

Signatures:

[Company Representative Sign with Date]

[Company Representative Name & Designation]

[Employee Signature with Date]

[Employee Name]