

PART TIME EMPLOYMENT OFFER LETTER

[DATE]

Dear [RECIPIENT NAME],

Good day!

On behalf of [YOUR COMPANY NAME], we are pleased to inform you that we are offering you part time employment for the position of [POSITION]. Your employment period will be effective on [DATE]. Your monthly salary is \$[NUMBER], excluding all applicable deductions and taxes incurred during your employment period. The salary is released on the last working day of each month. In addition to a monthly salary, you are also entitled to receive the following insurances and benefits:

- [BENEFITS].

Attached is our Confidentiality Agreement, which also includes terms and conditions of employment. To officially accept this role, please read, sign, and date the Agreement by [DUE DATE].

We are confident your skills and experience will be a valuable asset to our company. For any further questions or inquiries, feel free to give us a call at [YOUR PHONE NUMBER] or send us a message at [YOUR EMAIL ID].

Congratulations and welcome to [YOUR COMPANY NAME]!

Regards,

[YOUR SIGNATURE]

[YOUR NAME]