**Part-Time to Full-Time Offer Email**

| Subject: Part-time to full-time offer  Dear [Employee Name],  We formally offer you the extension of your employment status from part-time to full-time, effective [date].  If you decide to accept the offer, please find the terms and conditions below:   * Position: You will be working as a [job title] and report to the [supervisor’s name]. * Working Hours: for example, Monday - Friday from 9:00 am to 7:00 pm. * Compensation: You will be entitled for Rs. [X] as your annual gross salary. * Bonus (if applicable) * Benefits: As a full-time employee, you will be eligible for various benefits [Company X] offers, which include:  1. Private health and insurance plan 2. X days of paid leaves per year 3. Rs. X monthly wellness stipend   You will also be entitled for any additional benefits that the company may offer in the future.  To accept the offer, sign this full-time offer letter as instructed below and email it back to the HR by [mention deadline].  If you have any queries regarding this full-time offer letter, feel free to contact the HR department or the supervisor. [mention the contact information of the concerned person.]  Regards,  [Your Name and Signature]  [Company Representative Name and Signature]  [date]  [Employee Name and Signature]  [date] |
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OR

| Subject: Part-time to full-time offer  Dear [Employee Name],  I (your name) am (your position) am writing to notify and congratulate you on one of our excellent job status decisions. The management team has chosen to change the employee status from part-time to full-time. The entire team is quite pleased with your job performance and dedication. As a result, we're here to offer you the chance to join our team as a full-time employee. The wage structure and other benefits for the position will undoubtedly be supplied to you in accordance with the business policy (job title).  Please see the attachments for the changed wage structure and job description for the position you've been offered. Please respond as soon as possible with your confirmation.  We are excited to collaborate with you in the future.  Regards,  [Your Name]  [signature] |
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