**Offer Letter**

«First\_Name» «Last\_Name»

Address: «Address\_»

Dear «First\_Name» «Last\_Name»,

We are pleased to offer you the part time position of «Post» at our company with a start date of 20th May, contingent upon background check. You will be reporting directly to our supervisor at our office. We believe your skills and experience is an excellent match for our company. ­­­­

Please confirm your acceptance of this offer by signing and returning this letter by this month.

We are excited to have you join our team. If you have any questions, please feel free to reach out at any time.

Sincerely,   
[Your Signature]  
 XYZ Company,  
Manager