

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer of Part-Time Fixed-Term Employment

Dear [Candidate Name],

We are pleased to offer you the part-time position of [Job Title] at [Company Name]. This is a fixed-term contract placement.

The terms and conditions of your offer are as follows:

- **Contract Duration:** This contract is for a fixed term, starting on [Start Date] and ending on [End Date], unless terminated earlier in accordance with the contract terms.
- **Working Hours:** You will be required to work [Number] hours per week. Your specific schedule will be [mention schedule, e.g., Monday to Wednesday, 9:00 AM to 1:00 PM].
- **Remuneration:** Your pay will be [Amount] per [hour/month], payable on a [weekly/monthly] basis.
- **Reporting Manager:** You will report to [Manager Name], [Manager Title].
- **Place of Work:** Your primary location of work will be [Location/Office Address].

This offer is subject to [mention contingencies, e.g., successful background check, proof of right to work, or references].

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Deadline Date]. Upon your acceptance, we will provide you with a formal employment agreement and onboarding documents.

We look forward to having you join our team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of part-time fixed-term employment as described above.

Signature: _____ Date: _____