

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the part-time position of Administrative Support at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our team.

The details of your placement are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Number of Hours] hours per week ([Specific Days/Times])
- **Hourly Rate:** \$[Amount] per hour
- **Location:** [Office Address / Remote]

In this role, your primary responsibilities will include [List 2-3 main tasks, e.g., data entry, scheduling, and filing].

This offer is contingent upon [List contingencies, e.g., successful background check or reference check]. Please note that this is a part-time position and, as such, is not eligible for [List excluded benefits, e.g., health insurance or paid time off], except as required by law.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the part-time Administrative Support position under the terms described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_