

[Company Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Employment - Part-Time Corporate Receptionist

Dear [Candidate Name],

We are pleased to offer you the part-time position of Corporate Receptionist at [Company Name]. We were impressed with your skills and believe you will be a great addition to our front-desk team.

Position and Responsibilities:

As a Corporate Receptionist, your primary duties will include greeting visitors, managing the switchboard, handling incoming mail, and providing administrative support as needed.

Work Schedule:

This is a part-time position. Your regular working hours will be [Days of the Week] from [Start Time] to [End Time], totaling [Number] hours per week.

Compensation:

Your starting hourly rate will be \$[Amount] per hour, payable [Weekly/Bi-weekly] via [Direct Deposit/Check].

Commencement Date:

Your first day of employment will be [Start Date]. Upon arrival, please ask for [Supervisor Name].

Terms of Employment:

This offer is contingent upon the successful completion of [Background Checks/Reference Checks]. Your employment is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause.

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

We look forward to welcoming you to [Company Name].

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the part-time Corporate Receptionist position as outlined above.

Signature: _____ Date: _____