

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Offer of Employment - Part-Time Customer Service Associate**

Dear [Candidate First Name],

We are pleased to offer you the position of Part-Time Customer Service Associate at [Company Name]. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

**Employment Details:**

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Number of hours] hours per week. Your typical shift will be [Shift Days/Times].
- **Compensation:** \$[Amount] per hour, payable [Weekly/Bi-weekly].

**Responsibilities:**

In this role, your primary duties will include responding to customer inquiries, resolving product or service issues, and maintaining high levels of customer satisfaction via [Phone/Email/Chat].

**Contingencies:**

This offer is contingent upon the successful completion of [Background Check/Reference Check/Drug Screening].

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

We look forward to having you join [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer of Part-Time Customer Service Associate as outlined above.

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