

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate First Name],

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

Position Details:

- **Job Title:** Data Entry Specialist
- **Employment Status:** Part-time
- **Reporting Manager:** [Manager Name/Title]
- **Start Date:** [Start Date]

Compensation and Schedule:

- **Hourly Rate:** \$[Amount] per hour
- **Work Schedule:** [Number of hours] hours per week
- **Shift Details:** [e.g., Monday to Friday, 9:00 AM - 1:00 PM]
- **Pay Period:** [e.g., Bi-weekly/Monthly]

Responsibilities:

Your primary duties will include entering data into our corporate systems, verifying data accuracy, maintaining digital records, and assisting with basic database management as directed by your supervisor.

This offer is contingent upon [e.g., successful completion of a background check/reference checks].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the part-time offer for the position of Data Entry Specialist.

Signature: _____ Date: _____