

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

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

Dear [Candidate Name],

We are pleased to offer you a part-time placement as a Delivery Logistics Coordinator at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our operations team.

**Position Details:**

- **Job Title:** Delivery Logistics [Coordinator/Driver/Assistant]
- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Days of the week and hours, e.g., Monday-Friday, 4:00 PM to 8:00 PM]

**Compensation and Benefits:**

- **Hourly Rate:** \$[Amount] per hour
- **Payment Frequency:** [Weekly/Bi-weekly]
- **Expenses:** [Mention mileage reimbursement or company vehicle usage if applicable]

**Responsibilities:**

Your primary duties will include coordinating delivery routes, managing inventory logs, ensuring timely shipments, and [Optional: additional specific task].

This offer is contingent upon [Optional: background check/drug screen/valid driver's license verification]. Please note that this is an "at-will" employment agreement.

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

We look forward to having you join our team.

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance:**

I, [Candidate Name], accept the part-time Delivery Logistics placement as outlined above.

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