

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

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

Subject: Offer of Placement for Part-Time Healthcare Assistant

Dear [Candidate Name],

We are pleased to offer you a part-time placement as a Healthcare Assistant at [Facility/Company Name]. Based on your interview and application, we believe your skills will be a valuable asset to our care team.

The details of your placement are as follows:

- **Position:** Part-Time Healthcare Assistant
- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Number of Hours] hours per week, [Specific Days/Shifts]
- **Rate of Pay:** [Amount] per [Hour/Month]
- **Location:** [Work Site Address]

Your primary responsibilities will include assisting patients with daily living activities, monitoring vital signs, and supporting the nursing staff in providing high-quality patient care. This offer is contingent upon the successful completion of [Background Checks/Health Screenings/Reference Checks].

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Deadline Date].

We look forward to welcoming you to the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of part-time placement as a Healthcare Assistant under the terms outlined above.

Signature: _____ Date: _____