

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of **Part-Time IT Helpdesk Technician Placement** at [Company Name]. We were impressed with your technical skills and are excited to have you join our IT department.

The details of your placement are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date, if applicable]
- **Work Schedule:** [Number of hours] hours per week, scheduled [Specific days/times]
- **Compensation:** \$[Amount] per hour
- **Reporting Manager:** [Manager Name/Title]

In this role, your primary responsibilities will include providing technical support to staff, troubleshooting hardware and software issues, and assisting with network maintenance projects.

This offer is contingent upon [List contingencies, e.g., background check, reference check, or proof of enrollment].

Please indicate your acceptance of this offer by signing below and returning this letter by [Deadline Date].

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of Part-Time IT Helpdesk Technician Placement as outlined above.

Signature: _____ Date: _____