

[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 the part-time position of **Junior Bookkeeper** at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our finance team.

**Employment Terms:**

- **Start Date:** [Start Date]
- **Reporting To:** [Manager Name/Title]
- **Schedule:** [Number of hours per week] (e.g., Monday, Wednesday, and Friday from 9:00 AM to 1:00 PM)
- **Compensation:** \$[Amount] per hour
- **Pay Frequency:** [Weekly/Bi-weekly/Monthly]

**Primary Responsibilities:**

- Data entry of accounts payable and receivable.
- Assisting with bank reconciliations.
- Maintaining digital and physical financial records.
- Supporting senior staff during monthly closings.

This offer is contingent upon [Background check/Reference check/Documentation]. Please note that this is an "at-will" employment position.

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

We look forward to having you join our team.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]

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**Acceptance:**

I, [Candidate Name], accept the offer for the part-time Junior Bookkeeper position as outlined above.

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