

[Date]

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

Subject: Offer of Placement for Part-Time Marketing Assistant

Dear [Candidate Name],

We are pleased to offer you the position of Part-Time Marketing Assistant at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our marketing team.

The terms of your placement are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Number] hours per week, scheduled as [Specific Days/Times]
- **Compensation:** \$[Amount] per [Hour/Month]
- **Location:** [Office Address / Remote]

In this role, your primary responsibilities will include assisting with social media management, content creation, market research, and supporting general departmental administrative tasks.

This offer is contingent upon [Background Check / Reference Check / Proof of Work Eligibility].

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

We look forward to welcoming you to [Company Name].

Sincerely,

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

**Acceptance:**

I accept the offer of Part-Time Marketing Assistant as outlined above.

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