

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Employment - Part-Time Retail Assistant

Dear [Candidate Name],

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

The details of your placement are as follows:

- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name/Title]
- **Location:** [Store Address]
- **Hourly Rate:** [Amount] per hour
- **Schedule:** [List days and hours, e.g., Saturdays 9am-5pm and Sundays 10am-4pm]

Your primary responsibilities will include assisting customers, processing transactions at the point of sale, restocking shelves, and maintaining store cleanliness.

This offer is contingent upon [mention requirements, e.g., background check, proof of right to work, or reference checks].

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

We look forward to having you join us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of Part-Time Retail Assistant as outlined above.

Signature: _____ Date: _____