

[Company Name]
[Company Address]
[City, Postcode]
[Date]

[Candidate Name]
[Candidate Address]
[City, Postcode]

Subject: Offer of Employment - Part-Time Warehouse Operative

Dear [Candidate Name],

Following your recent interview, we are pleased to offer you the position of Part-Time Warehouse Operative at [Company Name].

The details of your placement are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Location:** [Warehouse Location/Address]
- **Working Hours:** [Number] hours per week. Your shift pattern will be [e.g., Monday to Wednesday, 08:00 to 13:00].
- **Rate of Pay:** [Amount] per hour, payable [Weekly/Monthly] in arrears.
- **Probationary Period:** [Number] months.

Your primary responsibilities will include picking and packing orders, loading and unloading deliveries, and maintaining a clean and safe warehouse environment.

This offer is subject to [list conditions, e.g., satisfactory references and proof of your right to work in the UK].

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.

Yours sincerely,

[Signature]
[Name of Sender]
[Job Title]

Acceptance:

I, [Candidate Name], accept the offer of Part-Time Warehouse Operative under the terms outlined above.

Signed: _____ Date: _____