

Appointment Letter for Part-Time Position

Subject: Part-Time Appointment - [Position Title]

Dear [Candidate Name],

We are delighted to offer you a part-time position as [Position Title] with [Company Name].

Work Schedule:

You will work [Number] hours per week on [Specific Days/Flexible Schedule]. Your schedule will be [Fixed/Variable based on business needs]. You are expected to work between [Time Range] on your designated days.

Responsibilities:

Your primary duties include [Key Responsibilities]. You will collaborate with [Team/Department] and report to [Supervisor Name].

Compensation Package:

You will be paid [Hourly Rate/Fixed Monthly Amount] for your services. Payment will be processed [bi-weekly/monthly]. As a part-time employee, you will receive [prorated benefits/no benefits/specific benefits].

Employment Terms:

1. This is an ongoing part-time position unless terminated by either party with [Notice Period] notice.
2. You may not work in a competing role during your employment with us.
3. Schedule changes require [Notice Period] advance notice from both parties.
4. You must comply with all company policies applicable to part-time staff.
5. Performance reviews will be conducted [Frequency].

Please sign the enclosed copy to confirm your acceptance and return it by [Date]. We're excited to have you join our team.

Best regards,

[Name]

[Title]

[Company Name]

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