

Welcome Message for Part-Time Position

Subject: Welcome to [Company Name] - Part-Time Position Details

Dear [Employee Name],

Welcome to [Company Name]! We're pleased to have you join us as a part-time [Job Title]. Your skills and availability make you a perfect fit for our team's needs.

Your schedule will be [Days] from [Start Time] to [End Time], totaling [Number] hours per week. Your first day is [Date], and you should report to [Location/Manager Name] at your scheduled start time.

Since you're working part-time, your orientation will be streamlined but comprehensive. We'll cover essential company policies, safety procedures, and job-specific training during your first few shifts. Your manager will ensure you receive all necessary information without overwhelming your limited schedule.

You're eligible for certain benefits as a part-time employee, including [List Benefits]. Detailed information about these benefits and enrollment procedures will be provided during your first week.

Your timesheet and payroll information will be explained during orientation. We use [System] for tracking hours, and you'll receive login credentials on your first day.

We value all our employees equally, regardless of their schedule, and encourage you to participate in team activities and company events when your schedule allows.

Please bring your identification documents and completed paperwork on your first day. If you have questions about your schedule or need to discuss any concerns, please contact me directly.

We look forward to working with you!

Regards,

[Supervisor Name]

[Company Name]

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