

Part-Time Contract Employee Offer

Subject: Part-Time Contract Position Offer - [Position Title]

Dear [Candidate Name],

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

Your skills and availability align perfectly with our current needs.

Position Details:

- Employment Type: Part-time Contract
- Hours: [Number] hours per week
- Schedule: [Specific days/Flexible]
- Contract Duration: [Start Date] to [End Date]
- Hourly Rate: [Amount]
- Payment: Processed bi-weekly based on submitted timesheets

Your responsibilities will include [list main duties]. You will have the flexibility to manage your schedule within our operating hours of [timeframe], coordinating with [Supervisor Name] to ensure coverage and project alignment.

As a part-time contractor, you will not be eligible for employee benefits, but you will have access to [any applicable resources, tools, or facilities]. You will be required to track your hours using our time management system and submit timesheets by [day of week].

The attached contract outlines the complete terms. Please sign and return by [Date] to secure your position.

We look forward to having you on the team!

Sincerely,

[Your Name]

[Your Title]

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