

Sample Acceptance Letter for Job Offer (Part-Time Position)

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the part-time [Job Title] position at [Company Name]. I would like to express my sincere gratitude for this opportunity and for your confidence in me.

As discussed, I understand that my anticipated start date will be [Start Date], and my scheduled hours will be [Days/Hours per Week]. I am pleased to confirm these details, as well as the terms of employment we have agreed upon.

I am enthusiastic about joining your team and contributing to [Company Name]. Please let me know if there are any forms or additional information you need from me prior to my start date.

Thank you once again. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]