

## 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]