

Part-time office assistant offer letter

Fictional sample for editing and authorised review

FICTIONAL FILLED SAMPLE - EMPLOYER REVIEW REQUIRED

Offer reference: DEMO/ADMIN/2026/018

Issue date: 30 September 2026

Dear Sameer Khan,

Willow Demo Services Private Limited offers you the position of Part-time Office Assistant at its Jaipur administrative office. You will report to Office Manager Kavita Jain. Joining date: 12 October 2026.

The proposed regular schedule is Monday to Friday, 09:00 to 13:00, totalling 20 scheduled hours per week. Saturday and Sunday are not regular scheduled attendance days in this example. Changes to the recurring schedule will be discussed and confirmed through the manager.

Gross fixed monthly salary: INR 15,000 for the agreed part-time schedule. Twelve full months at this rate equal INR 180,000 in gross fixed salary. This is not a quoted hourly rate, full-time equivalent salary, CTC or assured take-home amount. The applicable payroll schedule and any initial partial-month calculation will be confirmed in the approved payroll attachment.

Your duties include organising incoming documents, updating office registers, arranging meeting materials, coordinating approved stationery orders and assisting with appointment scheduling. You will not be authorised to approve supplier payments or sign company contracts merely by accepting this position.

Any requested work beyond the agreed schedule must be approved in advance, with its pay or adjustment arrangement confirmed before the additional work is performed. Leave, notice, benefits and other employment conditions must be set out in the employer-reviewed schedule supplied with this letter.

Please confirm acceptance by 6 October 2026. On the first day, report to Kavita Jain at the office reception at 09:00.

Employer signatory: Rohan Mehta, Administration Director, demonstration signature line.

Candidate acceptance: Sameer Khan, signature and date.