Part-time job offer letter

Editable sample letter: replace the details with your own records before signing

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: outpatient reception, Pune
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you a part-time post as Outpatient Receptionist. This is not a full-time job and it is not the part-time office-assistant offer.
Days: Monday, Wednesday and Friday. Hours: 08:00 to 14:00 on those days, 18 hours a week. Saturday, Sunday, Tuesday and Thursday are not working days in this offer.
Gross monthly pay for that pattern: INR 14,000. The figure is not an hourly rate and not the pay of a full-time receptionist. Extra hours need written approval before they are worked, with the pay for those hours agreed in the same note.
Leave and notice, if any, are in the attached part-time schedule. Do not assume full-time benefits.
Please accept by [Date]. Joining date: [Joining date], at outpatient reception.
Signatory: [hospital administrator]