

Appointment letter for part-time contract employee

Subject: Part-Time Contract Appointment

Dear [Employee's Name],

We are pleased to appoint you as [Position] on a part-time contractual basis. Your work schedule will be [Number of Hours/Days per Week], starting from [Start Date] until [End Date].

Your compensation will be [Payment Details], payable according to company policy. You will be responsible for [List of Duties].

Kindly confirm your acceptance by signing and returning this letter.

Sincerely,

[Your Name]

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