Part-time to full-time offer letter template | Workable

Dear [*Employee’s name*],

We are excited to announce that we are offering to extend your employment status from part-time to full-time, as of [*date*].

If you accept this offer, please find the terms and conditions of your new employment contract below:

* **Position:** *[e.g. You will be working as a [Job\_title] and reporting to the [e.g. Marketing] department’s supervisor.*]
* **Working hours:** [*e.g. Monday to Friday 9 a.m. to 5 p.m., with a 20-minute break per day*]
* **Compensation:** [e.g. Your annual gross salary will be $X (12 monthly wages per year).]
* **Bonus:** [*If applicable, mention any bonus options you offer.*]
* **Benefits:** [*e.g. As a full-time employee, you will be eligible for the benefits that [Company\_name] offers. These benefits include:* 
  + *Private health and dental insurance plan*
  + *X days of paid vacation leave per year*
  + *Educational materials and expenses, subject to management approval*

*You will also be eligible for any additional employee benefits that the company may*

*provide in the future.]*

To accept, sign and date this full-time offer letter as indicated below and email it back to us by [*date*].

Feel free to contact the HR department [*include contact details*] or your supervisor, if you have any questions.

Sincerely,

[*Your Name*]

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date