**LETTER TEMPLATE**

**PART-TIME TO FULL-TIME OFFER JOB LETTER**

Dear **[Candidate Name],**

**[Company name]** is offering to extend your current employment status from part-time to full-time, as of **[date].**

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

Position: You will be working as a **[position]** and reporting to the **[department name]** manager.

Working hours: **[days/week or weekends] [hours 9am-5pm, 7am-3pm, etc.]**

Compensation: Your **[hourly, weekly, bi-weekly]** salary will be **[salary amount].**

Benefits: As a full-time employee, you will be eligible for the following employee benefits: **[health insurance, 401k, PTO, etc.]**

To accept our offer, please 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 **[contact information]** if you have any questions, or you can reach out to your supervisor directly.

Sincerely,

**[Your name]**

Signatures: