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

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.

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 Signature** |  | **Company Representative Print** |  | **Date:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Signature** |  | **Employee Print** |  | **Date:** |