**JOB OFFER 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]**

**[Signature]**

**[Date]**