**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 too 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,

[You’re Name]

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative (Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (Sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_