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