Welcome

[Candidate Name],

We are excited to offer to extend your employment status from part time to full time starting on [Day, MM/DD].

The new terms and conditions of your employment contract include the following:

• Position. You will be working as a [Job Title] and reporting to [Manager's Name and Title].

• Working hours. Your typical schedule will be [days and times].

• Compensation. Your annual gross salary will be [$X], paid according to the standard company pay schedule.

• Bonuses. [Information on bonus opportunities]

• Benefits. As a full-time employee, you are eligible for the following Company-sponsored benefits:

- [Information on insurance]
- [Information on paid time off]
- [Other benefits]

To accept this offer, please send us your written confirmation by [Day, MM/DD].

Feel free to reach out if you have any questions.

[Sender Name]