

# 4 Part-time to Full-time Offer Letter Email Template

## Initial Offer Email Template

Subject: Offer of Full-Time Employment at [Company Name]

Dear [Employee Name],

We are thrilled to offer you a full-time position as [Job Title] at [Company Name]! Your contributions as a part-time employee have been truly appreciated, and we believe you'll be a fantastic addition to the team in this new role.

Here are the details of your offer:

- **Job Title:** [Job Title]
- **Department:** [Department]
- **Reporting To:** [Manager's Name], [Manager's Title]
- **Start Date:** [Start Date]
- **Compensation:** [Salary] per [Year/Month/Pay Period]
- **Benefits:** As a full-time employee, you will be eligible for our full benefits package, including:
  - [List benefits, e.g., Health insurance, Dental insurance, Vision insurance, Paid time off, Retirement plan]
- **Working Hours:** [Number] hours per week. [Specific days and times, if applicable]

A more detailed offer letter outlining the terms and conditions of your employment will be sent to you separately. This letter will include information about your responsibilities, company policies, and other relevant details.

Please review this offer carefully and let us know if you have any questions. We would appreciate it if you could let us know your decision by [Acceptance Deadline].

We are excited about the possibility of you joining us full-time and look forward to hearing from you soon!

Best regards,

[Your Name] [Your Title] [Company Name]

## Transition Announcement Email Template (Internal)

Subject: Exciting News: [Employee's Name] Promoted to Full-Time Role!

Hi Team,

I hope this message finds you well. I am thrilled to share some fantastic news with all of you. [Employee's Name] has been promoted from part-time to a full-time position as [New Position]!

[Employee's Name] has been an integral part of our team, consistently showing dedication and a positive attitude. Their hard work and commitment have truly made a difference in our projects and team spirit.

In their new role, [Employee's Name] will take on additional responsibilities, and I am confident that they will continue to excel and contribute to our team's success.

Please join me in congratulating [Employee's Name] on this well-deserved promotion. We are excited to see all the great things they will achieve in their new role.

Best regards,

[Your Name] [Your Position]

## Welcome Aboard Email Template

Subject: Welcome to Your Full-Time Role at [Company Name]!

Hi [Employee Name],

Welcome aboard! Today marks your first day as a full-time [Job Title] at [Company Name], and we're so excited to have you join us in this capacity.

We really valued your contributions as a part-time employee, and we're thrilled you've decided to grow your career with us. We believe you'll be a great asset to the team.

To help you settle in, here are a few things to keep in mind:

- **Paperwork:** Please complete and submit any outstanding full-time employee paperwork to [HR Contact/Department] by [Date].
- **Benefits:** You can review your full-time benefits package at [Link to Benefits Portal/Document]. If you have any questions, please reach out to [HR Contact/Department].
- **Team Introductions:** We'll be making sure you connect with the broader team this week, so you can collaborate effectively.
- **Updated Job Description:** You can find your updated job description outlining your full-time responsibilities here: [Link to Job Description].

Your manager, [Manager's Name], is looking forward to working with you closely and will be available to answer any questions you may have. Feel free to reach out to them directly.

We're confident you'll do great things here. Welcome to the full-time team!

Best regards,

[Your Name] [Your Title] [Company Name]

## Rejection Email Template for Other Candidates

Subject: Update on Your Application for [Job Title] at [Company Name]

Hi [Candidate's Name],

Thank you for taking the time to apply for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team and the effort you put into your application.

After careful consideration, we have decided to move forward with another candidate for this role. It was a tough decision, as we received many strong applications, including yours.

We encourage you to apply for future openings that match your skills and interests. We will keep your resume on file and reach out if another opportunity arises.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future endeavors.

Warm regards,