

# Job Offer Notice Form

Use this **job offer notice form sample** to clearly communicate employment terms and salary details to prospective candidates. The form ensures transparency and professionalism by outlining compensation, benefits, and job responsibilities. Customize the template to suit your organization's hiring process.

## Candidate & Position Information

Candidate Name:	_____
Position Title:	_____
Department:	_____
Start Date:	_____

## Salary & Compensation Details

Base Salary	\$_____ per annum / month (Select applicable)
Bonus/Commission	\$_____ (if applicable)
Payment Frequency	<input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____

## Job Responsibilities

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Benefits

- Health Insurance: \_\_\_\_\_
- Paid Time Off: \_\_\_\_\_
- Retirement Plan: \_\_\_\_\_
- Other: \_\_\_\_\_

## Additional Terms & Conditions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Signatures

Candidate Signature:	_____	Date: _____
HR/Manager Signature:	_____	Date: _____