

## Part-Time Job Offer Notice Form

This **part-time job offer notice form** sample template streamlines the hiring process by providing a clear and professional format for extending job offers. It ensures all essential details such as position, hours, and compensation are communicated effectively. Using this template helps maintain consistency and transparency with potential employees.

**Date of Offer:**

**Applicant Name:**

**Position Offered:**

**Department:**

**Start Date:**

**Work Schedule (Days/Hours per Week):**

**Compensation (Hourly Rate):**

**Supervisor Name:**

**Additional Notes or Conditions:**

This offer is contingent upon satisfactory completion of [background check/reference check/other requirements as applicable].

**Employer Signature:**

**Applicant Signature:**

**Date:**