

Temporary Position Job Offer Notice Form

This **temporary position job offer notice form** sample provides a clear and concise template for employers to formally communicate job offers for short-term roles. It ensures all essential details such as job duration, responsibilities, and compensation are effectively documented. Using this form helps streamline the hiring process and maintain professional communication with candidates.

Candidate Information

Full Name:

Email Address:

Phone Number:

Position Details

Job Title:

Department:

Supervisor:

Start Date:

End Date:

Compensation

Salary/Hourly Rate:

Payment Schedule:

Job Responsibilities

List key responsibilities and tasks

Terms & Conditions

Enter specific terms and conditions, if any

Signatures

Employer Signature: **Date:**

Employee Signature: **Date:**