

Salary and Benefits Offer Sheet

Candidate Name: _____

Position Title: _____

Department: _____

Start Date: _____

Salary Details

Salary Component	Amount	Frequency
Base Salary		Per Year
Bonus (if applicable)		Per Year
Other Allowances		

Benefits Summary

Benefit	Description
Health Insurance	
Retirement Plan	
Paid Time Off	
Other Benefits	

Candidate Signature Date

Authorized Signature Date