

Job Offer Clarification

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are excited about the possibility of having you on our team. However, we would like to clarify some details regarding the remote work aspect of this role.

Remote Work Details

The position is fully remote, and you will be expected to:

- Work from your designated location, ensuring a reliable internet connection.
- Attend virtual meetings via [specific platform, e.g., Zoom, Microsoft Teams].
- Be available during [specific hours/time zone] for collaboration with the team.

Equipment and Support

We provide the following support to our remote employees:

- Reimbursement for office supplies and equipment needed for remote work.
- Access to our company's communication tools and resources.
- Regular check-ins to support your integration into the team.

If you have any questions or need further clarification regarding the remote work arrangements or any other aspect of the job offer, please do not hesitate to reach out.

We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]