

Job Offer Conditions Clarification

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Subject: Clarification of Job Offer Conditions

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. In this letter, we aim to clarify the conditions outlined in the job offer we provided to you on [Date of Initial Offer].

Salary and Benefits:

Your starting salary will be [Salary Amount], payable on a [Weekly/Bi-weekly/Monthly] basis. In addition, you will be entitled to the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Work Schedule:

Your expected work hours will be [Start Time] to [End Time], [Days of the Week].

Reporting:

You will report directly to [Supervisor's Name/Position].

Start Date:

Your anticipated start date will be [Start Date].

Should you have any further questions regarding this offer, feel free to reach out to us at [Contact Information]. We look forward to welcoming you to our team!

Sincerely,

[Your Name]
[Your Position]
[Company Name]