

# Subject: Request for Clarification on Job Offer

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the job offer extended to me for the position of [Job Title] at [Company Name]. I genuinely appreciate the opportunity and the trust you have placed in me.

Before I make my final decision, I would like to request some clarification regarding a few details outlined in the offer letter:

1. Could you please provide more information about the benefits package mentioned?
2. I would appreciate further explanation on the performance review process and how it impacts potential salary adjustments.
3. Additionally, can you clarify the expectations regarding overtime and work-life balance?

Thank you very much for your time and assistance in this matter. I look forward to your prompt response, which will greatly assist me in my decision-making process.

Best regards,

[Your Name]  
[Your Phone Number]  
[Your Email Address]