

Job Offer Clarification

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for accepting our job offer for the position of [Job Title] at [Company Name]. We are excited to have you on our team. This letter serves to clarify the specifics of your job offer.

Position Details

Job Title: [Job Title]

Start Date: [Start Date]

Department: [Department]

Compensation and Benefits

Base Salary: [Base Salary]

Bonus Structure: [Bonus Details]

Benefits: [Details on Benefits]

Work Schedule

Working Hours: [Working Hours]

Remote Work Policy: [Remote Work Policy]

Additional Information

If you have any questions or need further clarification, please feel free to reach out to me directly at [Your Contact Information].

We look forward to your contributions at [Company Name] and are excited to have you join our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]