

Inquiry After Job Offer

Your Name

Your Address

City, State, ZIP Code

Your Email Address

Your Phone Number

Date**Hiring Manager's Name**

Company Name

Company Address

City, State, ZIP Code

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to [specific goals or values related to the company].

Before I formally accept the offer, I would like to clarify a few details regarding the employment package, specifically concerning [mention the specific area of inquiry like salary, benefits, work hours, etc.]. I want to ensure that I fully understand the terms of the offer as I am eager to make a well-informed decision.

Thank you for your time and assistance. I look forward to your response.

Best regards,

[Your Name]