

# Offer Letter Clarification

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We would like to clarify certain details regarding your recent offer letter dated [Insert Offer Letter Date].

## Clarifications:

- **Position:** [Position Title]
- **Salary:** [Salary Amount]
- **Start Date:** [Start Date]
- **Benefits:** [Brief Description of Benefits]

If you have any further questions or need additional clarification, please do not hesitate to reach out.

Thank you for your attention to this matter, and we look forward to having you join our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]