

Job Offer Details Clarification

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Subject: Clarification on Job Offer Details

Dear [Candidate's Name],

We are excited about the possibility of you joining [Company Name] as our [Job Title]. To ensure transparency and assist you in the decision-making process, I would like to clarify several details regarding your potential employment.

Position Details

Job Title: [Job Title]

Reporting to: [Supervisor's Name]

Compensation Package

Base Salary: \$[Amount] per year

Bonus Potential: [Details]

Benefits

Health Insurance: [Details]

Retirement Plans: [Details]

Paid Time Off: [Details]

Start Date

Your expected start date will be [Start Date].

If you have any questions or need further clarification on any specific points, please do not hesitate to reach out. We want to ensure you have all the necessary information to make your decision.

Thank you for considering this opportunity with us. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]