

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 the projects you have outlined. I appreciate the offer and have thoroughly reviewed the terms.

Before I formally accept, I have a few questions that I hope you can clarify:

1. Could you provide more details about the benefits package, specifically regarding health insurance coverage?
2. What are the expected working hours for this position, and is there flexibility in the schedule?
3. Can you elaborate on the opportunities for professional development and growth within the company?
4. Is there a probationary period, and if so, what does it entail?

Once I have this information, I will be in a better position to make my decision. Thank you once again for the offer, and I look forward to your response.

Sincerely,
[Your Name]