

# Inquiry Regarding Counter Job Offer Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally inquire about the details regarding the counter job offer extended to me on [Date of Offer]. I am excited about the opportunity to join [Company Name], but I would like to clarify some aspects of the offer before making my final decision.

Specifically, I would appreciate further information on the following points:

- Salary and compensation structure
- Benefits and insurance options
- Work schedule and hours
- Opportunities for advancement and training

Thank you for considering my request. I look forward to your prompt response so that I can make an informed decision.

Sincerely,

[Your Name]