

Job Application - Contract Terms Clarification

John Doe

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City, State, Zip Code

Email: johndoe@example.com

Phone: (123) 456-7890

Date: [Insert Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position I recently applied for at [Company Name]. I am excited about the opportunity to contribute to your team and would like to clarify some terms regarding the contract associated with the role.

Specifically, I would appreciate further details on the following:

- Duration of the contract
- Compensation and benefits
- Work schedule and expectations
- Possibility of contract renewal

Thank you for considering my application. I look forward to your response and hope to discuss these matters further.

Sincerely,

John Doe