

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the expectations and responsibilities associated with the [Job Title] position that I have recently been offered at [Company's Name].

While I am enthusiastic about joining your team, I would like to ensure that I fully understand my role in order to meet and exceed your expectations. I would appreciate it if you could provide further details on the following aspects:

- Key responsibilities and daily tasks
- Performance metrics and evaluation criteria
- Opportunities for professional development
- Team structure and collaboration expectations

Thank you for considering my request. I am looking forward to your response and am excited about the opportunity to contribute to [Company's Name].

Sincerely,

[Your Name]