

Job Offer Clarification

Date: [Insert Date]

Dear [Candidate's Name],

Thank you for discussing the job offer for the position of [Job Title] with us. We are excited about the possibility of you joining our team. To clarify certain aspects of the verbal offer made on [Date of Verbal Offer], please find the details below:

Position:

[Job Title]

Start Date:

[Proposed Start Date]

Compensation:

[Salary or Hourly Rate]

Benefits:

[Details of Benefits Offered]

Work Schedule:

[Work Hours/Days]

If any of the above details require further discussion or adjustment, please feel free to reach out. We want to ensure you have all the information necessary to make an informed decision.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]