

# Request for Details Regarding Verbal Job Offer

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request additional details regarding the verbal job offer I received on [Insert Date of Offer]. I am excited about the opportunity to join [Insert Company Name] and would like to clarify a few points before proceeding further.

- Job title and description
- Salary and benefits package
- Start date and work schedule
- Reporting structure and team members

Thank you for your assistance and I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]