

Job Offer Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 project-based job offer for the position of [Job Title] that was extended to me on [Offer Date]. I am excited about the opportunity to contribute to [Project/Company Name], but I would like to confirm some details before moving forward.

Specifically, I would appreciate clarification on the following points:

- **Project Duration:** Could you please confirm the start and end dates of the project?
- **Compensation:** I would like to understand the payment terms and schedule.
- **Scope of Work:** Can you provide more details about my responsibilities and deliverables?
- **Resources and Support:** Will there be additional resources available to assist me during the project?

Thank you for your attention to these questions. I am looking forward to your response so that I can make an informed decision.

Sincerely,

[Your Name]