

Letter of Clarification Regarding Job Offer Duties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the duties and responsibilities outlined in the recent job offer extended to me for the position of [Job Title] at [Company Name].

While reviewing the offer, I would appreciate further details on the following aspects of the role:

- Specific projects or tasks I will be responsible for.
- The key performance indicators that will be used to evaluate my success in this position.
- Expected collaboration with other departments or teams.
- Opportunities for skill development and professional growth.

I am very excited about the opportunity to join [Company Name] and I want to ensure that I have a clear understanding of the expectations associated with this role.

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

Sincerely,

[Your Name]