

Subject: Request for Clarification on Job Offer Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company 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 job offer I received for the position of [Job Title] at [Company Name]. Firstly, I would like to express my gratitude for this opportunity and my enthusiasm about potentially joining your team.

However, I have a few questions regarding the terms outlined in the offer letter dated [Offer Date]. Specifically, I would appreciate more information on the following points:

- Compensation structure - Could you please clarify the details regarding the base salary, bonuses, and commission?
- Benefits package - I would like to understand more about the health insurance, retirement plans, and any other benefits offered.
- Job responsibilities - Could you provide more detail regarding the expected duties and performance metrics for this role?
- Work schedule - I would like to learn more about the expected working hours and flexibility.

Thank you for your attention to these matters. I am looking forward to your prompt response so I can make an informed decision regarding the offer.

Sincerely,

[Your Name]