

Inquiry About Job Offer Details

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the job offer for the position of [Job Title] at [Company Name]. I am very excited about the opportunity to join your team.

Before making my final decision, I would appreciate if you could provide me with some additional details regarding the offer. Specifically, I would like to know more about:

- Salary and benefits package
- Work schedule and hours
- Opportunities for professional development
- Start date and any onboarding processes

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

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]