

Inquiry About Job Offer Conditions

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the job offer for the position of [Job Title] at [Company Name]. I am enthusiastic about the opportunity and would like to clarify a few details regarding the offer.

1. Could you please provide more information about the salary structure, including any potential bonuses or commission?
2. What benefits are included in the offer, such as health insurance, retirement plans, and paid time off?
3. Is there a possibility for flexible working hours or remote work options?
4. What are the expectations regarding training and professional development?
5. Could you provide details on the company culture and team dynamics?

Thank you for taking the time to address my questions. I look forward to your response and am excited about the potential of joining [Company Name].

Best regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]