

Request for Clarity on Job Offer Components

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the job offer extended to me for the [Job Title] position at [Company Name]. I am excited about the opportunity to join your esteemed team.

Before I proceed with my decision, I would appreciate some clarity on certain components of the offer. Specifically, I would like to understand the following:

- Details about the salary structure and potential bonuses
- Information regarding benefits, such as health insurance and retirement plans
- Clarification on vacation days and sick leave policies
- Opportunities for professional development and advancement

Thank you for your attention to these matters. I look forward to your prompt response and hope to finalize my decision soon.

Best regards,
[Your Name]
[Your Contact Information]