

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 employment proposal I received from [Company Name] on [Date of Proposal]. I am thrilled about the opportunity to join your team, but I have a few questions that I would like to discuss before proceeding.

Specifically, I would appreciate further details on the following points:

- Clarification on the proposed salary and benefits package
- Work schedule and hours expected
- Opportunities for professional development and growth within the company

Sincerely,
[Your Name]