Job Clarification Request

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my remote start position as [Job Title] with [Company Name]. I am eager to ensure I have a clear understanding of my responsibilities and expectations.

Specifically, I would appreciate clarification on the following points:

- Work hours and availability requirements
- Communication protocols with the team
- Performance metrics and evaluation criteria
- Onboarding process and training schedule

Thank you for your attention to this matter. I am looking forward to your guidance to ensure a smooth start in my new role.

Warm regards,

[Your Name]
[Your Contact Information]
[Your Position]