

# Letter of Clarification on Signing Bonus Terms

Date: [Insert Date]

To: [Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to seek clarification regarding the terms of the signing bonus mentioned in my job offer for the [Job Title] position.

Specifically, I would like to confirm the following details:

- The total amount of the signing bonus
- The timeline for the disbursement of the signing bonus
- Any conditions or requirements that must be met in order to receive the signing bonus

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]