

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 [Job Title] position at [Company Name]. I am excited about the opportunity to join your team and contribute to the company's success.

Before I proceed with the acceptance of the offer, I would like to request more information regarding the signing bonus mentioned during the interview process. Specifically, I would appreciate details regarding the amount, payment timeline, and any conditions attached to it.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]