

# Job Offer Clarification Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for extending the job offer for the position of [Job Title] at [Company Name]. I am enthusiastic about the opportunity to join your team.

However, I would like to clarify details regarding the pension plan associated with this position. Could you please provide more information on the following:

- The eligibility criteria for the pension plan.
- The percentage of salary contributed by both the employer and employee.
- The vesting schedule and options for withdrawal.
- Any additional benefits related to the pension plan.

Understanding these details will help me make a well-informed decision regarding the offer. I appreciate your assistance and look forward to your prompt response.

Thank you once again for the opportunity. I am excited about the possibility of working at [Company Name].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]