

Job Offer Clarification

Date: [Insert Date]

To: [Candidate's Name]

Email: [Candidate's Email]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of [Job Title] at [Company Name]. This letter serves to clarify the details regarding your shift work schedule and expectations.

Shift Schedule

Your work shifts will be as follows:

- Shift Type: [Day/Night/Rotating]
- Shift Hours: [Start Time] to [End Time]
- Days of Work: [Days of the Week]

Compensation

The hourly wage for this position is [Hourly Rate], with additional compensation for overtime as applicable.

Additional Information

Please be informed that on-call shifts may also be required, and we encourage flexibility to ensure team coverage.

If you have any questions or need further clarification, please do not hesitate to reach out.

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]