

Benefits Breakdown Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Employee Benefits Breakdown

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification on the breakdown of employee benefits as discussed during our recent meeting.

Benefits Overview

- **Health Insurance:** \$[Amount] per month
- **Retirement Contributions:** [Percentage]% of salary
- **Paid Time Off:** [Number of Days] days per year
- **Training and Development:** \$[Amount] per year
- **Other Benefits:** [Brief Description]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]