

Job Offer Clarification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for considering the job offer for the position of [Job Title] at [Company Name]. We are excited about the possibility of you joining our team. To ensure that we are aligned and to clarify a few details of your offer, I would like to address the following points:

1. **Salary:** The offered salary is [insert salary details].
2. **Working Hours:** The standard working hours will be [insert hours].
3. **Benefits:** As part of your employment, you will receive [list benefits].
4. **Start Date:** We propose your start date to be [insert start date].

If you have any questions or need further clarification regarding these points or any other aspect of your offer, please do not hesitate to reach out. We look forward to your response.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]