

Clarification on Employment Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request clarification regarding the employment offer letter I received on [insert date of offer letter]. While I appreciate the offer for the position of [Job Title], I would like to seek clarification on a few points.

1. **Salary:** I want to confirm the starting salary and any potential bonuses.
2. **Benefits:** Could you please provide more details about the benefits package, including health insurance and retirement plans?
3. **Start Date:** I want to confirm the proposed start date of [insert date].

Thank you for your attention to these matters. I am looking forward to your prompt response and am excited about the opportunity to join your team.

Sincerely,

[Your Name]