

Discrepancy in Job Offer Letter

Date: [Insert Date]

To,

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed in the job offer letter I received for the position of [Job Title] dated [Date of Offer Letter].

Upon reviewing the offer, I found that the following details differ from our previous discussions:

- **Salary:** The offer letter states [Offered Salary], whereas we discussed [Expected Salary].
- **Start Date:** The start date mentioned is [Offered Start Date], but I was expecting to start on [Expected Start Date].
- **Job Location:** The offer mentions [Offered Location], while I was informed that the position would be based in [Expected Location].

Could you please clarify these discrepancies? I am very enthusiastic about the opportunity to join [Company Name] and want to ensure we have aligned expectations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]