

Inquiry Regarding Offer Letter Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the terms outlined in my offer letter dated [insert date]. While I am excited about the opportunity to join [Company Name], I have a few inquiries that I hope you can assist me with.

Specifically, I would like to understand more about the following points:

- Salary structure and payment schedule
- Benefits and perks included
- Probation period and performance review process
- Remote work policy and flexibility

Thank you for your attention to this matter. I look forward to your prompt response so that I can proceed with the onboarding process smoothly.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]