

Clarification on Offer Letter Benefits

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I would like to take this opportunity to express my gratitude for the offer extended to me for the [Job Position] at [Company Name]. I am excited about the prospect of joining your team.

However, I would appreciate some clarification regarding the benefits mentioned in the offer letter. Specifically, I am seeking more information on [specific benefits such as health insurance, retirement plans, vacation days, etc.].

Understanding these details will greatly assist me in making an informed decision. Thank you for your attention to this matter, and I look forward to your prompt response.

Warm regards,

[Your Name]