

Inquiry About Job Offer Acceptance Terms

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to inquire about the job offer I received for the position of [Job Title] at [Company Name] on [Date of Offer]. I am very excited about the opportunity and appreciate the offer extended to me.

Before I formally accept, I would like to clarify a few terms regarding the offer, including:

- Start date
- Salary and benefits
- Work schedule
- Remote work policy

Thank you for your time and assistance. I look forward to your prompt response.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]