

Request for Clarification on Probationary Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the probationary offer I received on [insert offer date]. I appreciate the opportunity to join [Company's Name] as a [Job Title], and I am eager to contribute effectively to the team.

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

- [Insert specific point 1 needing clarification]
- [Insert specific point 2 needing clarification]
- [Insert specific point 3 needing clarification]