

Email Accepting Job Offer with Clarification of Benefits

Subject: Conditional Job Offer Acceptance

Dear [Hiring Manager's Name],

I am thrilled to accept the offer for the [Job Title] role at [Company Name]. I am confident that this position will allow me to make meaningful contributions while growing professionally.

Before confirming, I would like to ensure clarity regarding the benefits package. Specifically, I would like written confirmation about health insurance coverage, vacation days, and the professional development stipend that was mentioned during our discussions.

Once these details are confirmed, I am happy to proceed with signing the official employment agreement. Thank you for your understanding and support.

Kind regards,

[Your Full Name]

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