

Professional response seeking clarification

Subject: Job Offer Acknowledgment and Clarification Request

Dear [Hiring Manager's Name],

Thank you for extending the job offer for the [Job Title] position at [Company Name]. I am honored by your confidence in my qualifications and excited about the potential opportunity.

I have carefully reviewed your offer letter and would appreciate clarification on several points before providing my final response:

Regarding the benefits package, could you provide more details about [health insurance options, retirement plan matching, vacation policy]? Additionally, I would like to understand more about [professional development opportunities, performance review process, remote work policy].

Could you also confirm the reporting structure and provide more information about the team I would be joining? Understanding the day-to-day responsibilities and expectations would help me make an informed decision.

I am very interested in this position and believe my skills in [relevant skills] would be valuable to your team. I hope to provide you with my decision by [Date] once I have this additional information.

Thank you for your patience with these questions. I look forward to your response.

Best regards,

[Your Full Name]

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