

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name] as discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [briefly mention the company or team goals].

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

1. **\*\*Salary\*\***: The stated salary is [amount]. Could you confirm if this is the gross amount or includes any deductions?

2. **\*\*Start Date\*\***: I understand my start date is [start date]. If possible, I would appreciate confirmation of this to ensure my planning aligns.

3. **\*\*Benefits\*\***: I would like to clarify the details regarding [health insurance, vacation days, remote work options, etc.], as mentioned during our conversation.

4. **\*\*Probation Period\*\***: I would like to confirm the length and terms of the probation period as discussed.

I appreciate your attention to these details and look forward to your confirmation. Once clarified, I will formally sign and return the offer letter.

Thank you once again for this opportunity. I am eager to join [Company's Name] and contribute to its success.

Sincerely,  
[Your Name]