

Salary Negotiation Letter

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

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am excited about the opportunity to contribute to your team and am enthusiastic about the work that lies ahead.

Before I accept the offer, I would like to discuss the starting salary. The offered salary of [Offered Salary] is lower than my expectations based on my research and industry standards for similar entry-level positions. According to my findings, the average salary for this role in our area tends to be around [Expected Salary].

I believe that my skills and [specific skills or experiences relevant to the job] make me a great fit for this role, and I am confident that I will bring significant value to [Company Name].

I would appreciate the opportunity to discuss this matter further. Thank you for considering my request, and I look forward to your response.

Sincerely,
[Your Name]