

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Salary Negotiation**

Dear [HR Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to join [Company Name] as [Your Position]. After careful consideration of the offer and my research into the industry standards, I would like to discuss the possibility of a salary adjustment.

Based on my experience, skills, and the value I believe I will bring to the team, I propose a salary of [Your Proposed Salary]. I am confident that this adjustment aligns with the market trends for similar positions in our industry.

I am looking forward to your response and hope we can schedule a time to discuss this further. Thank you for considering my request.

Warm regards,

[Your Name]