

Employment Contract Negotiation

Date: [Insert Date]

To,

[Employer's Name]

[Company Name]

[Company Address]

Dear [Employer's Name],

I hope this message finds you well. I would like to express my gratitude for the job offer extended to me for the position of [Job Title] at [Company Name]. I am very excited about the opportunity to join your team and contribute to the organization.

Before I formally accept the offer, I would like to discuss some aspects of the contract that I believe could be further refined to better support my transition into this new role. Specifically, I would like to address the following points:

- **Salary:** I was expecting a salary closer to [Desired Salary].
- **Benefits:** Clarification on the health benefits package and retirement contributions.
- **Work Hours:** Potential for flexible work hours or remote work options.

I believe that with these adjustments, we can create a mutually beneficial agreement that allows me to perform at my best. I am very enthusiastic about the prospect of working with [Company Name] and am confident that together we can find a suitable arrangement.

Thank you for considering my requests. I look forward to your response and hope we can discuss this further.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]