

Negotiation Letter

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

[Date]

[Hiring Manager's Name]
[Department Name]
[University/Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for extending the offer for the [Position Title] at [University/Institution Name]. I am excited about the opportunity to join your esteemed faculty and contribute to the [specific program or research area].

After reviewing the proposed terms, I would like to discuss the salary and benefits package further. Based on my experience and the market standards for similar positions, I believe a salary of [desired salary] would be more aligned with my qualifications and contributions.

I am confident that my expertise in [your area of expertise] will bring significant value to the department. I am looking forward to your feedback and to discussing this matter further.

Thank you once again for the offer. I look forward to your reply.

Sincerely,
Dr. [Your Name]