

Job Offer Negotiation Letter

Date: [Insert Date]

Dear [Hiring Manager's Name],

Thank you for offering me the [Job Title] position at [Company Name]. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the company].

After careful consideration, I would like to discuss the compensation package further. Based on my [experience, skills, industry standards], I was expecting a salary in the range of [your desired salary]. I believe this adjustment reflects my qualifications and the value I will bring to the team.

Additionally, I would appreciate the opportunity to discuss [other benefits or conditions, e.g., remote work options, additional vacation days, etc.].

Thank you for considering my request. I am looking forward to your response and am eager to finalize details so that I can start contributing to [Company Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]