

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

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

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my gratitude for the offer to join [Company's Name] as [Job Title]. I am very excited about the opportunity to contribute to your team and help achieve [specific company goals or values].

After thoughtful consideration of the offer, I would like to discuss a few aspects of the employment contract to ensure that it aligns with my professional goals and contributions. In particular, I would appreciate the opportunity to address the following points:

- Salary and compensation package
- Benefits and bonuses
- Work schedule and remote work options

I believe that with a few adjustments, we can reach a mutually beneficial agreement. I would appreciate the chance to further discuss this matter at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]