

# **Subject: Vacation Days Negotiation for New Role**

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my enthusiasm about the [Job Title] position I have been offered at [Company Name]. I am truly excited about the opportunity to contribute to the team.

As we finalize the details of my employment, I would like to discuss the vacation days allocated for this role. Given my previous experience and the responsibilities I will undertake, I believe that an adjustment to the standard vacation policy would be beneficial.

According to my research and industry standards, many companies offer a more flexible vacation policy. I would appreciate the chance to have [specific number] vacation days per year, ensuring a healthy work-life balance that ultimately enhances productivity.

Thank you for considering my request. I am looking forward to your feedback and hope to reach a mutually beneficial agreement.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]