

# Request for Adjustment of Job Offer

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

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as [Job Title]. I am excited about the opportunity to contribute to your esteemed team.

After careful consideration of the offer, I would like to discuss a few aspects related to the compensation package. Given my extensive experience in [your field/industry] and the current market trends, I believe there may be room for an adjustment in the base salary to better reflect my qualifications and the value I intend to bring to the team.

Specifically, I am requesting an adjustment to [proposed amount or percentage]. I believe this adjustment aligns more closely with industry standards for a position of this caliber.

I appreciate your consideration of my request, and I am looking forward to your response. Thank you once again for the opportunity to become a part of [Company Name].

Sincerely,  
[Your Name]