

Salary Discussion for Job Acceptance

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for offering me the [Job Title] position at [Company's Name]. I am excited about the opportunity to contribute to your team and am confident that my skills and experiences align well with the company's goals.

Before I formally accept the offer, I would like to discuss the proposed salary of [Proposed Salary]. Based on my research and understanding of the market rates for similar positions as well as my qualifications, I was hoping we could explore a salary of [Desired Salary].

I believe this adjustment reflects my experience and the value I will bring to [Company's Name]. I appreciate your consideration and am looking forward to your response so we can finalize the details.

Thank you once again for this exciting opportunity. I am eager to join your team and contribute to [Company's Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]