

Job Offer Negotiation Letter

Date: [Insert Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for extending the offer for the [Job Title] position at [Company Name]. I am excited about the opportunity to join your team and contribute to the innovative work being done.

After careful consideration of the offered salary of [Insert Salary], I would like to discuss the possibility of a salary adjustment. Based on my research and the industry standards for similar positions, as well as my experience and skills, I believe a salary of [Proposed Salary] would be more in line with my qualifications.

I am very enthusiastic about the opportunity to work with [Company Name] and am confident that we can come to a mutually beneficial agreement. I look forward to your response and hope to finalize the details soon.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]