

Letter of Negotiation for Professional Development

[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],

Thank you for extending the job offer for the [Job Title] position at [Company's Name]. I am excited about the opportunity to contribute to your team and am looking forward to the potential of working together.

Before I formally accept the offer, I would like to discuss the possibilities for professional development opportunities within the company. I believe that furthering my skills and knowledge will not only benefit my personal growth but also enhance my contributions to the team and organization.

Specifically, I am interested in exploring opportunities such as:

- [Example of training or certification]
- [Example of mentorship programs]
- [Example of attending conferences or workshops]

I am confident that with your support in these areas, I can provide even greater value to [Company's Name]. I would appreciate the chance to discuss this further and explore how we can align on professional development moving forward.

Thank you once again for the offer. I look forward to your response.

Sincerely,
[Your Name]