

Applicant Name

Applicant Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

## **Subject: Job Offer Negotiation**

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my gratitude for the offer to join [Company Name] as a [Job Title]. I am excited about the opportunity to contribute to your team and am eager to start.

In reviewing the offer details, I noticed that the vacation days provided are fewer than I had anticipated based on industry standards. I would like to discuss the possibility of adjusting the vacation days to better reflect my knowledge of the role and my previous experiences.

Having worked in similar positions, I believe that a total of [desired number of vacation days] would not only help maintain a work-life balance but also enhance my productivity and commitment to the company.

I appreciate your consideration of this request and am looking forward to your feedback. Thank you once again for the opportunity, and I am excited about potentially joining [Company Name].

Warm regards,

[Your Name]