

# Conditional Job Offer Negotiation

[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 position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to your team and am eager to bring my skills to [Company's Name].

After carefully reviewing the terms of the offer, I would like to discuss the following aspects: [mention specific areas of negotiation, such as salary, benefits, remote work options, start date, etc.].

Based on my research and industry standards, I believe that an adjustment to [specify the aspect you want to negotiate] would be appropriate. I am confident that my experience and skills will add significant value to your organization.

I appreciate your consideration of my request and look forward to discussing this further. I am very enthusiastic about the possibility of joining [Company's Name] and contributing to its success.

Thank you for your time and attention.

Sincerely,

[Your Name]