

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Negotiation of Terms for Rotational Program**

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the terms of the rotational program that I have been offered at [Company/Organization Name]. I am excited about the opportunity and believe that this experience will greatly contribute to my professional development.

After reviewing the current terms of the program, I would like to propose a few adjustments that I believe will enhance both the learning experience and my contribution to the team:

- **Duration of Rotation:** I would like to discuss the possibility of extending the duration of rotations to allow for deeper engagement in each department.
- **Mentorship Opportunities:** I believe having assigned mentors in each rotation could significantly enhance the learning process.
- **Compensation Structure:** I would appreciate discussing the compensation structure to ensure it aligns with industry standards.

I value the chance to contribute to [Company/Organization Name] and am confident that these adjustments can create a mutually beneficial arrangement. I am open to discussing these points at your earliest convenience.

Thank you for considering my requests. I look forward to hearing from you soon.

Sincerely,

[Your Name]