

Negotiation Letter for Academic Position Offer

Dear [Hiring Committee/Professor's Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Department/University Name] as [Position Title]. I am thrilled about the opportunity and excited to contribute to the ongoing research and teaching efforts at your esteemed institution.

After careful consideration of the offer details, I would like to discuss the [salary, start-up funds, teaching load, etc.]. While I am very eager to accept this position, I believe that a slight adjustment in [specific aspect] could enable me to fully commit to the role and maximize my contributions.

I have researched comparable positions within the industry and feel that a revision in [specific request] would be more in line with my experience and the expectations of the role. I am confident that this adjustment will enhance my ability to deliver outstanding results.

I truly appreciate your consideration of my request and am looking forward to your positive response. Thank you once again for this incredible opportunity.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]