

Letter to Reconsider Job Offer

[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],

I hope this message finds you well. I would like to express my gratitude for the job offer for the [Job Title] position at [Company's Name]. After careful consideration, I have some thoughts regarding the offer that I would like to discuss further.

While I am genuinely excited about the opportunity to join your team, I was hoping to revisit some aspects of the offer, particularly [mention specific areas: salary, benefits, work schedule, etc.]. I believe that [provide reasoning or justification].

I am very enthusiastic about the possibility of working together and am confident that we can find a mutually beneficial arrangement. I would greatly appreciate the chance to speak with you about this at your earliest convenience.

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

Sincerely,

[Your Name]