

Letter of Negotiation for Probationary Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the probationary offer I received for the position of [Job Title] at [Company Name]. I truly appreciate the opportunity and am very excited about the prospect of joining your team.

After careful consideration, I would like to discuss certain aspects of the offer, specifically regarding [mention specific terms, e.g., salary, duration of probation]. I believe that a [provide your reasoning or justification] would be beneficial for both parties as it reflects my experience and the contributions I can make to the company.

I am confident that we can arrive at a mutually beneficial agreement. I would welcome the opportunity to discuss this matter further at your convenience.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]