

# Employment Offer Acceptance

Date: [Insert Date]

To,

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager's Name],

I am writing to formally accept the employment offer for the position of [Job Title] at [Company Name] with great enthusiasm. I appreciate the opportunity and am excited to contribute to the team.

Before finalizing my acceptance, I would like to discuss a few details of the offer:

- **Salary:** I was hoping we could negotiate an increase to [Desired Salary].
- **Start Date:** Could we consider an adjusted start date of [Proposed Start Date]?
- **Benefits:** Would it be possible to explore additional options regarding [Specific Benefit]?

I believe that these adjustments would align well with my skills and experiences and would enhance my ability to contribute effectively to [Company Name].

Thank you for your understanding. I look forward to your response and am eager to join your team.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]