

Offer Acceptance Letter with Counteroffer for Higher Salary

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I am truly excited about the opportunity to join your team and contribute to [specific department/project/company initiative, if applicable].

I appreciate the confidence you have shown in my abilities and am eager to begin this new chapter. The professional environment and growth opportunities at [Company Name] are exactly what I have been seeking.

Before finalizing my acceptance, I would like to discuss the initial salary offered. After careful consideration of my experience, skills, and understanding of the market value for this role, I would like to propose a base salary of [\$Proposed Amount], rather than the offered [Original Offer]. I believe this adjusted salary more accurately reflects the value I can bring to [Company Name] and will enable me to perform at my highest potential.

I hope we can reach an agreement that is satisfactory to both of us. I am confident that with a mutually acceptable compensation package, I will be able to contribute even more effectively to the team.

Thank you once again for the offer and for your consideration of my request. I look forward to your response and am excited at the prospect of joining [Company Name].

Sincerely,
[Your Name]