

Professional Job Acceptance Letter with Salary Negotiation Example

A professional job acceptance letter with salary negotiation example serves as a formal response to a job offer, expressing gratitude and enthusiasm for the position while tactfully proposing adjustments to the initial salary offer. This letter balances professionalism and assertiveness, clearly outlining the candidate's value and reasoning for the requested salary increase. It reflects excellent communication skills and negotiation tactics, aiming to achieve a mutually beneficial agreement that respects both the employer's budget and the employee's expectations, thereby fostering a positive and respectful start to the employment relationship.

Sample Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am sincerely grateful for the opportunity to join [Company Name] as a [Position Title]. Thank you for your offer and for the confidence you have shown in my abilities. I am excited about becoming a part of your team and contributing to the organization's success.

After careful consideration of the offer, I respectfully wish to discuss the starting salary. Based on my [number] years of experience in [relevant field], as well as the industry standards and the skills I bring-including [mention specific relevant skills or accomplishments]-I was anticipating a starting salary in the range of [\$X,XXX]. I believe this figure more accurately reflects both my qualifications and the value I aim to deliver at [Company Name].

I am eager to work together and hope we can reach a mutually beneficial agreement on the terms of my employment.

Thank you once again for this incredible opportunity. I look forward to your response and am happy to discuss any details at your earliest convenience.

Sincerely,

[Your Name]

Tips for Negotiating Salary in Your Acceptance Letter

- Express genuine gratitude for the offer.
- Clearly state your enthusiasm for the role and the company.
- Be specific and reasonable about your desired salary and support it with industry research or your experience.
- Maintain a positive and cooperative tone.
- Indicate your willingness to discuss further and come to a mutually agreeable solution.