

# Job Offer Acceptance and Salary Negotiation Letter Template

Dear **[Hiring Manager's Name]**,

I would like to express my sincere gratitude for offering me the position of **[Job Title]** at **[Company Name]**. I am excited about the opportunity to join your team and contribute to the company's success. Thank you for your confidence in my abilities.

After reviewing the offer, I am pleased to accept the position. I am enthusiastic about starting in this new role and working with the talented professionals at **[Company Name]**.

Before finalizing my acceptance, I would appreciate the opportunity to discuss the proposed salary package. Based on my research and understanding of the role's requirements, as well as my background in **[briefly mention relevant experience or skills]**, I was hoping to discuss the possibility of a base salary in the range of **[\$desired salary range]**. I believe this adjustment reflects both the market rate for this position and the value I can bring to your team.

Additionally, I would like to discuss **[any additional points, such as benefits, bonuses, remote work options, or vacation days, if applicable]**. I am confident that we can reach an agreement that is beneficial to both parties.

Thank you again for this opportunity. I look forward to your response and to becoming a part of **[Company Name]**.

Sincerely,

**[Your Name]**

*[Your Contact Information]*