

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]