

# Formal Acceptance Letter for Job Offer and Salary Discussion

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

[Recipient Name]  
[Recipient Title/Position]  
[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 grateful for this opportunity and appreciate your confidence in my abilities. I am excited to join your team and contribute to the continued success and growth of the company.

I would like to take this opportunity to discuss the terms of the proposed salary. The offer includes a base salary of **[Proposed Salary]**. While I am enthusiastic about the role, I would like to discuss aligning the compensation package more closely with my experience and industry standards. Based on my background and the value I believe I can bring to the team, I respectfully propose a revised salary of **[Your Expected Salary]**.

I am confident that we can reach a mutually beneficial agreement and I am open to further discussion regarding the compensation and benefits package.

Thank you again for this wonderful opportunity. Please let me know the next steps in the hiring process and if there are any forms or documents I should complete prior to my start date.

Sincerely,  
[Your Name]

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*Note: Replace the placeholders with your details before sending.*