

Internship Acceptance Letter with Salary Negotiation Sample

Date: [Your Date]

Dear [Hiring Manager's Name],

I am writing to formally accept the internship offer for the [Position Title] position at [Company Name]. I am genuinely excited about the opportunity to contribute to your team and gain valuable hands-on experience in [industry/field].

I sincerely appreciate the confidence you have shown in my abilities. I am eager to begin working with the team and contribute to [Company Name]'s ongoing projects and goals.

Before I officially sign the offer letter, I would like to discuss the proposed stipend/salary of [\$X amount] per [hour/week/month]. Based on my research and considering the responsibilities outlined for this role, as well as the cost of living in [city/location], I was hoping to discuss the possibility of a revised stipend/salary in the range of [\$Y amount].

I believe this adjustment would more accurately reflect the expectations and ensure that I am able to fully commit my efforts to the internship. I remain very enthusiastic about joining the team, and I hope we can find a mutually agreeable arrangement.

Thank you again for this wonderful opportunity. I am happy to discuss further at your convenience and look forward to your response.

Sincerely,

[Your Full Name]

[Your Email Address]

[Your Phone Number]