

Sample Offer Acceptance Letter Including Salary Negotiation Points

[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 grateful for the opportunity to join **[Company Name]** as a **[Job Title]**. Thank you for extending the job offer and welcoming me to your team. I am enthusiastic about the position and look forward to making a positive contribution.

Before formally accepting, I would like to confirm some key details related to the offer. As stated, the base salary is **[\$Offered Salary]** per year, with accompanying benefits as outlined in your email.

After careful consideration, and based on my experience and research regarding market compensation for similar roles, I would like to discuss the possibility of revising the starting salary to **[\$Desired Salary]**. I believe this adjustment reflects my qualifications and the value I will bring to your team.

I am confident that we can come to a mutually beneficial agreement and am eager to begin my journey with **[Company Name]**. Please let me know if we can discuss this further, or if there are any forms or next steps required on my part.

Thank you once again for this opportunity. I look forward to your response.

Sincerely,
[Your Name]