

[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 would like to sincerely thank you for extending the job offer for the position of [Position Title] at [Company Name]. I am honored by the opportunity to join your team and contribute to the ongoing success and growth of the organization.

After careful consideration, I am delighted to accept your offer. I am enthusiastic about the responsibilities outlined in the role and confident that my skills and experience will positively contribute to your team.

Before signing the official employment agreement, I would like to discuss the proposed starting salary of [\$Offered Salary]. Based on my [number] years of experience in [industry/field], my relevant skills, and research on current market standards for comparable positions, I was expecting a starting salary in the range of [\$Desired Salary Range]. I believe this adjustment more accurately reflects the value I can bring to [Company Name].

I am committed to adding value to your organization and look forward to a long and productive relationship. I hope we can discuss and come to a mutually beneficial agreement regarding the starting salary.

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

Sincerely,
[Your Name]