

Job Acceptance Letter Format for Salary Revision Request

[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 sincerely appreciate this opportunity and am excited about contributing to your esteemed organization.

After carefully reviewing the terms of the offer, I would like to discuss the proposed salary. Given my **[mention your relevant experience, skills, or any market research]**, I believe a revision of the initial compensation would better reflect my qualifications and the value I aim to bring to the team.

I am confident that with my background in **[mention relevant field or skill]**, I can make significant contributions to the success and growth of **[Company Name]**. I kindly request a consideration for a revised salary of **[state your expected salary or range, if comfortable]**, aligning with the industry standards for similar roles.

I am enthusiastic about joining your team and am open to discussing the details further to find a mutually agreeable solution. Thank you for considering my request. I look forward to your positive response and to becoming a part of **[Company Name]**.

Sincerely,
[Your Name]