

Job Offer Acceptance and Negotiation Letter Template

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I would like to express my sincere gratitude for extending the offer for the [Job Title] position at [Company Name]. After careful consideration, I am pleased to formally accept the offer and look forward to contributing to your team.

Before proceeding, I would like to discuss certain aspects of the offer in hopes of reaching a mutually beneficial agreement. Based on my research and industry standards, as well as my experience and skills, I am seeking to negotiate the following:

- **Salary:** The base salary offered is [\$ Offered Amount]. Considering my background and the market average for this role, I would appreciate a salary in the range of [\$ Desired Amount].
- **Benefits:** I would like to inquire about the possibility of enhanced benefits, such as increased health coverage, additional paid time off, or flexible working arrangements.
- **Bonuses/Perks:** If available, I am interested in learning more about performance-related bonuses, tuition reimbursement, and professional development opportunities.

I am confident that my skills and dedication will make me a valuable asset to [Company Name], and I am eager to become part of your team. I am hopeful that we can discuss these points further and arrive at an agreement that meets both our needs.

Thank you again for this opportunity. I look forward to your response and to joining [Company Name].

Sincerely,
[Your Name]