

Sample Acceptance Letter for Job Offer with Salary Negotiation

This **sample acceptance letter for job offer with salary negotiation** demonstrates how to professionally accept a job offer while respectfully requesting a salary adjustment. It includes expressing gratitude for the opportunity, confirming the position, and proposing a salary that reflects your skills and market value. Such letters help maintain positive communication, show appreciation, and clearly outline terms before finalizing employment.

[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],

Thank you very much for offering me the [Job Title] position at [Company Name]. I am excited about the opportunity to join your team and contribute to [mention a specific aspect of the company or role you find appealing]. I appreciate the confidence you have shown in my abilities.

After carefully reviewing the offer, I am eager to accept the position. However, I would like to discuss the starting salary. Based on my [number] years of experience in [your field/industry] and the market research I have conducted for similar roles in our area, I was hoping we could consider a starting salary of [\$Proposed Amount], which I feel better reflects my qualifications and the value I can bring to your company.

I am confident we can come to a mutually beneficial agreement and I look forward to contributing to [Company Name]. Thank you again for this opportunity. Please let me know if we can discuss the details of the offer further.

Sincerely,
[Your Name]