

Formal Job Acceptance Letter Sample with Counter Offer

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 express my sincere gratitude for offering me the position of **[Job Title]** at **[Company Name]**. I appreciate the time and effort invested by you and your team throughout the selection process and am excited about the opportunity to contribute to your organization.

I am pleased to formally accept the offer for the **[Job Title]** position. I am confident that my experience and skills will allow me to make a meaningful contribution to the team.

After carefully reviewing the terms of the offer, I would like to discuss the initial salary proposal. Based on my experience and the current market standards, I would like to respectfully request a base salary of **[\$Counter Offer Amount]** as opposed to the offered **[\$Original Offer Amount]**. I believe this adjustment more closely reflects my qualifications and the value I am prepared to bring to **[Company Name]**.

I am very enthusiastic about joining your team and am hopeful we can reach a mutually beneficial agreement. I look forward to your response and am happy to discuss this further at your earliest convenience.

Thank you once again for this opportunity. I look forward to beginning my journey with **[Company Name]** and contributing to our shared success.

Sincerely,

[Your Name]