

# 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]