

Job Offer Acceptance Email Template with Salary Negotiation

Below is a professionally crafted email template you can use to accept a job offer while requesting a discussion about the offered salary.

Subject: Acceptance of Job Offer and Salary Discussion â€“ [Your Name]

Dear [Hiring Manager's Name],

I would like to sincerely thank you for offering me the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to the organization's goals.

I am pleased to accept the offer and look forward to starting my role at [Company Name]. However, before finalizing my acceptance, I would appreciate the opportunity to discuss the base salary. Based on my experience and the industry standards, I was expecting a salary in the range of [\$Your Expected Salary].

Is it possible for us to have a conversation regarding this aspect of the offer? I am confident we can reach a mutually beneficial agreement and I am eager to bring my skills and enthusiasm to your team.

Thank you again for this wonderful opportunity. Please let me know a convenient time to discuss further.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]

Instructions:

- Replace content in brackets (e.g., [Hiring Manager's Name]) with your specific details.
- Tune the tone to fit your communication style and the company culture.
- Double-check all details before sending.