

Template for a salary negotiation email

To:

From:

Subject line: Use the subject line the employer used in the job offer
OR insert [Name of position] – job offer

Dear Mr/Ms [Last name]

Thank you so much for the offer. I am excited about the possibility of working as [name of position] for your company. I believe that my skills in _____, _____, and _____, will make me a valuable asset to your team.

Before I accept your offer, I would like to discuss the salary. I looked at the suggested salary and, due to my [number] years of experience in the industry, I think a salary of \$ [figure 5–10% higher than offer] would be more appropriate. I hope that you will agree.

I look forward to discussing this with you soon, and thank you for your time.

Sincerely,

[Your first and last name]