# Sample of a Salary Negotiation Letter

## Example 1

Dear Ms. Smith,

Thank you for contacting me. I am very much looking forward to the opportunity to work at [Company Name] as [a/an] [Job Title].

With my [2-3 qualifications/skills or summary of past significant accomplishments], I assure you that I will bring outstanding results to [Company Name]. While I am delighted with the offer and appreciate being considered to fill the position, I would like to discuss the base salary. According to various research I conducted on the average wage for similar jobs within the [Workplace] area. The average is [average salary]. I want to discuss the possibility of bringing the offer closer to [proposed salary].

Again, I am thrilled that you have thought of me as part of the company, and I appreciate the job offer. I hope it is not inconvenient about the salary and I look forward to speaking with you soon.

Sincerely,

[Your Name]

## Example 2

Dear Mr. [Name]

Thank you very much for the job offer of [Job Title]. I am pleased to have the opportunity to work in the position of [Position Name] at [Company Name].

While I am happy with the work arrangements, I am not satisfied with the pay and would like to discuss the starting salary. This company is definitely at the top of the list, as I want the work. However, I have had other job proposals come to me with an offer of [the other salary offer]. If they can match this figure, I am fully willing to accept the terms of your request and start work at your earliest convenience.

I thank you for the opportunity and my eagerness to work in this position. I look forward to reaching an agreement with you and being part of [Company Name].

Greetings,

[Your name]

## Example 3

Subject: Salary question

Dear Mr. [Name of employer],

Thank you very much for offering me the [name of place] position at [Name of company]. I will be able to bring a lot to the team thanks to my ten years of experience in this field. Throughout my career, I have been nurtured with indispensable knowledge and skills to help this company move forward and continue to grow,

Before I accept this offer, I would like to discuss the proposed salary, as expressed in the information in the mail I received this afternoon. As you may know, I have more than four years of experience leading teams in the [labor sector] department. On the other hand, in my former job, I got more clients than expected and helped the company to grow significantly, with more than 20% of new clients.

Based on inquiries, I concluded that the salary for [job position] in [place of residence] is between $100,000 and $105,000. That is more than the $90,000 you offered me.

I hope I have not caused any inconvenience and that our working relationship starts on good terms. For my part, I am very grateful for the opportunity and eager to start being part of [company name].

I will wait for your response to discuss the base salary for the position you offered me.

Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

[Your name]