

Structured and professional acceptance and negotiation letter

Subject: Acceptance of Job Offer and Request for Salary Adjustment

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I am excited to bring my expertise and experience to the team.

I would like to discuss the salary offered. Considering my qualifications, prior experience in [specific area], and industry standards, I propose a salary of [desired amount]. I hope we can agree on terms that reflect the value I bring to the organization.

Thank you for your time and consideration. I look forward to contributing to [Company Name]'s success.

Best regards,

[Your Name]

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