

Negotiation Strategy Guidance

Subject: Advice on Your Offer Negotiation

Hi [Name],

Congratulations on the offer! Now let's talk about negotiating it properly.

First, the good news: you have leverage. They've already decided they want you, which means you're in a strong position. Don't let fear or gratitude prevent you from advocating for yourself.

Based on the offer of [amount] for [position] in [location], here's my assessment: [market analysisâ€”above/below/at market rate]. Given your [experience level and specific skills], you have room to negotiate for [specific range or benefits].

Here's how to approach it:

Email them within [timeframe] expressing enthusiasm but requesting [specific ask]. Use language like "Based on my research and experience, I was expecting compensation in the range of [amount]" rather than asking "Is there flexibility?"

If they can't move on base salary, negotiate other elements: signing bonus, stock options, vacation time, remote work flexibility, professional development budget, or earlier performance review.

Don't accept immediately even if they meet your number. Thank them and say you'll respond within 24-48 hours. This prevents buyer's remorse and shows you're thoughtful.

Remember: the worst they can say is no, and they won't rescind the offer for professional negotiation. Companies expect it.

You've got this. Let me know how it goes!

[Your Name]

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