Preliminary Job Offer Negotiation Letter

Subject: Initial Discussion on Job Offer

Dear [Hiring Manager Name],

Thank you for extending the offer for the position of [Job Title] at [Company Name]. I am very enthusiastic about joining your team.

Before finalizing, I would like to discuss the compensation and benefits package to ensure it aligns with my experience and expectations. My target range is [Desired Range], and I would also like to explore options regarding [benefits, remote work, or other terms].

I look forward to your guidance on how we can proceed with this discussion.

Best regards,

[Your Name]

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