**Learn how to write an excellent salary negotiation letter (samples included)**

## Main parts on an excellent letter

Let’s have a look at three principal parts that should not be missing on your letter.

### ****First part: Praise and pleasantries****

In the beginning of your writing you should thank the employer for offering you a job. You should emphasize how happy you are to get the chance to work for their company. Such a simple introduction can look like the following paragraph:

Dear Mr. Xxx,  
I am really pleased to receive a job offer of (name of the position) from your company. You, as well as the philosophy and vision of your business, left a strong mark in my memory. I thought about your offer for a while, and I believe that I can utilize my skills and contribute to the prosperity of your company, becoming a strong asset in your team. But before we can move on, I would like to discuss a few details of the offer with you.

### Second part: Say what you want to change, and give them a good reason to change it

Do not waste waste many lines with pleasantries. At the end of the day, **they know that you do not write them just to say thank you,**or tell them how great they are…

Come to the point. Mention the things you would like to change, and try to give them a good reason for considering your suggestion.

You offer a basic annual salary of $50,000. According to the information on (an online source, ideally with a clickable link), the average salary for this position in this city is above $58,000. I believe that $60,000 would correspond better with the experience and knowledge I can bring onboard.

I have earned $56,000 in my previous job, and though salary is not my main motivation, I would like to earn at least the same salary in my new job. Please consider $60,000 as the basic salary.

### ****Third part: Confirming your interest and closing the letter****

At the end of your letter, it is important to **leave the door open for further negotiation**–give them a chance to respond. Tell the employer that you are open for discussion, that **your letter is not a yes-no proposition**. Stress your intentions to deal with the problem quickly, so you can start working for them soon.

I believe I can pursue both goals of your company and my personal goals on this position, with great success. Please, let me know what you think about my suggestion. I am open for a discussion, and I am looking forward to hear from you soon, so we can discuss the salary offer, and come to a consensus together.

Best Regards  
(Your name and contact details)

### Address the letter to the right recipient … and wait

**Do not forget to address the letter to the right person** – the manager who gave you an initial offer, or the person who led the interview with you (typically this will be the same person, but if one of them is higher in the hierarchy of the company–a decision makes–you should address your letter to them).

Then you should wait for their response. **Be patient**. Wait at least for a couple of days. If they really want to hire you, they will come back, with a better offer… And if they do not come back, give them a call, or try your chances in another job interview…