**Sample Job Offer Negotiation Letter**

*Your Name  
Your Address  
City, State, Zip code  
Your Phone Number  
Your Email*

*The Date*

*Mr Brian Jones  
Human Resources Director  
XYZ Company  
City, State, Zip Code*

Dear Mr Jones

*I want to thank you for your job offer of (position) from XYZ Company. The position and areas of responsibility are an excellent fit with both my skills set and my career goals. Your company's exciting growth plans would provide me with the opportunity to make a significant contribution in a challenging environment.*

*Before providing you with a formal acceptance I would like to discuss the base salary you have offered. The X position demands a high level of commitment that I am fully prepared to give. However, based on the value I can bring to the company coupled with salary data for this type of position, I must request that you re-look at your starting offer of $X. The annual salary range for a (position) in our industry falls between $X and $X and I believe an offer of $X would be more consistent with my qualifications, experience and the industry norms.*

*Again, thank you for your offer and I look forward to your response. I am confident that we can reach a mutually satisfactory agreement that will allow me to start with XYZ as soon as possible.*

*Sincerely*

*Your Name*